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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

SF
H75
#1
1/2/97

MEMORANDUM
DHR No. 1-97

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DOCUMENTS DEPT.
JAN 07 1997
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Date: January 2, 1997

To: Department Heads
Personnel Officers
Payroll and Personnel Clerks

From: Andrea R. Gourdine
Human Resources Director

Subject: Requisition and Separation Processing

Attached for your information is a copy of the new Personnel Requistion form (DHR 6-60) which has been modified to capture new BREP funding codes and, if applicable, the type of exempt appointment that will be made. This form replaces the previous form (CSC 6-12e) and should be used for all personnel requistions effective immediately. A supply (50 copies) of these forms may be obtained by sending a representative to 44 Gough Street. For other arrangements, please contact the Support Services Supervisor at 557-4800.

Detailed instructions regarding the processing and approval of charter exempt appointments will be issued by mid January; however, effective immediately, requistions for all positions to be filled through exempt appointments must identify the category of Charter Section 10.104 under which the appointment is exempt. Additionally, a brief functional description of the postion should be included in the space provided to expedite processing and approval of the exempt status. If you or your staff have any further questions regarding the requistion form, please contact your DHR Operations liaison.

Also attached is a copy of the revised Separation Report form (DHR 1-67). Box #1 “Reassignment,” and Box #6 “Other,” have been changed. Specifically, the Section, Fund, and Object fields have been removed from the Reassignment line and new fields for Requistion Type, Work Schedule, and Work Shift have been added. In Box #6 the “Release from Entrance Probationary” and “Release /Reinstatement From Promotive Probationary” categories have been removed. These had been included on the previous form in anticipation of Rule changes which have not occurred. Questions regarding the Separation Report should be submitted to Vernon Nulph at 557-4849.

Attachments
ARG/LM/VN

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

PERSONNEL REQUISITION (RQ)

CLASS NO.	TITLE	DATE ISSUED	DATE TO REPORT	DEPT. REQUISITION	DHR USE ONLY RQ-

TYPE
(CHECK ONLY ONE)

____ PERMANENT (P)
____ TEMPORARY (T)
____ TEMPORARY TO BE DECLARED PERM (T-DP)
____ EXEMPT-PERM (PEX)
____ EXEMPT-TEMP (TEX)
____ EXEMPT-TEMP TO BE DECLARED PERM (TEX-DP)

FUNDING (CHECKING ONLY ONE)

____ A S O ITEM
____ DIVERTED (TX)
____ WORK ORDER
____ GRANT
____ PROJECT

Exempt per Charter
Section 10.104
Category # ____________

SALARY

THIS RQ REPLACES:
DEPT. RQ NO. ____________
DHR NO.

FOR TEMPORARY REQUISITIONS	NUMBER OF PERSONS	DURATION

JUSTIFICATION FOR EXEMPT STATUS:

WORK SCHEDULE
(CHECK ONE OR MORE)

____ FULL TIME
____ PART TIME
____ SCHOOL TERM
____ AS NEEDED
____ OTHER-SPECIFY:

WORK SHIFT (CHECK ONLY ONE)

____ DAY
____ SWING
____ GRAVEYARD
____ WEEKENDS
____ ROTATING
____ OTHER-SPECIFY:

LOCATION (CHECK ONLY ONE)

____ S.F.
____ AIRPORT
____ PENINSULA
____ SUNOL
____ MOCCASIN
____ OTHER-SPECIFY:

SPECIAL CONDITIONS
BILINGUAL: SPECIFY LANGUAGE ____________
ATTACH REQUEST FOR LANGUAGE REQUIREMENT (CSC 10-77)
OTHER-SPECIFY:

PLEASE HOLD REQUISITION FOR: ______ EXEMPT-RETIREE
______REASSIGNMENT ______TRANSFER ______REAPPOINTMENT OF:
NAME ____________
FOR REASSGN: CURRENT DHR RQ NO. ____________ STATUS ________
FOR TRANSFER: TYPE ____________

DEPT. CONTACT ____________
TITLE ____________
TELEPHONE ____________

SOURCE OF FUNDS	DEPT.	PROGRAM	SUB-FUND	PROJECT/GRANT	CLASS	POSITION NUMBER

POSITION CONTROL

VICE INFORMATION
NAME ____________
SSN ____________

EXPLAIN VICE

ENTITLED TO ______ HOURS PAY IN LIEU OF VESTED SICK PAY AT SEPARATION
ENTITLED TO ______ HOURS VACATION PAY

DEPARTMENT	BUREAU AND SUB-DIVISION

REQUIRED SIGNATURES

CITY ADMINISTRATOR BOARD OR COMMISSION	MAYOR

IF FOR INTERDEPARTMENTAL SERVICE, I HEREBY CERTIFY THAT THE EMPLOYMENT WILL BE MADE IN ACCORDANCE WITH THE PROVISIONS OF THE ANNUAL SALARY ORDINANCE REGULATING SUCH EMPLOYMENT.

SIGNATURE AND TITLE
OF APPOINTING OFFICER

CONTROLLER

FUNDS AVAILABLE ☐

APPROVED FOR INTERDEPARTMENT SERVICE ONLY ☐

DEPARTMENT OF HUMAN RESOURCES

CLASSIFICATION APPROVED BY ____________ DATE ____________
EXEMPT STATUS APPROVED BY ____________ DATE ____________
TEMPORARY APPROVED BY ____________ DATE ____________
DECLARED PERMANENT BY ____________ DATE ____________
BILINGUAL REQ. APPROVED BY ____________ DATE ____________
SPECIAL CONDITIONS APPROVED BY ____________ DATE ____________

DATA ENTRY	
RA COMPLETED Y/N	DOC#
CN RQ Y/N	DOC
RQ NO:	
RQ NO:	
ENTERED BY	DATE

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

SEPARATION REPORT (SR)

NAME (LAST, FIRST, M.I.)	DATE OF BIRTH	SOCIAL SECURITY NO.	DHR USE ONLY SR-

CLASS NO.	TITLE	RANK	LIST	CERTIFICATION OR START WORK DATE	DHR RO NUMBER

HOME ADDRESS - COMPLETE FOR PARTS 3,4,OR 5 ONLY	DATE ISSUED	DATE EFFECTIVE	DEPT. RO NO.

HOME TELEPHONE NUMBER:

TYPE OF APPOINTMENT

____PERMANENT
____TEMPORARY FROM LIST (TCS)
____PROVISIONAL
____LIMITED TENURE (LT)
____NON-CIVIL SERVICE (NCS)
____PERMANENT EXEMPT
____TEMPORARY EXEMPT

WORK SCHEDULE

____FULL-TIME
____PART-TIME
____SCHOOL TERM
____AS NEEDED

IS THE EMPLOYEE SERVING A PROBATIONARY PERIOD AT THE TIME OF SEPARATION?

____YES
____NO

IF YES, SPECIFY TYPE: ____ENTRANCE ____PROMOTIVE

IS THIS A COMPLETE SEPARATION FROM CITY AND COUNTY SERVICE? ____YES ____NO

IF NO, RETURNING TO PCS POSITION? ____YES ____NO DEPT____________ CLASS________________

OR

ACCEPTING OTHER EMPLOYMENT? ____YES ____NO NEW DEPT____________ CLASS____________ STATUS____________

1 ☐ REASSIGNMENT - DISTRIBUTE COPIES A-C ONLY

NEW REQUISITION	DEPT REQ NUMBER	DHR REQ NUMBER	DEPT	DIV	CLASS	POSITION NUMBER	REQ TYPE	WORK SCHED	WORK SHIFT

2 ☐ LEAVE/SUSPENSION OVER 5 DAYS

____PERSONAL LEAVE
____SICK LEAVE
____SUSPENSION
____MILITARY (ATTACH COPY OF ORDERS)
____UNPAID ADMINISTRATIVE LEAVE
____LEAVE TO ACCEPT A TEMPORARY APPOINTMENT
DEPT.____________CLASS NO.________
____OTHER-SPECIFY

APPROVED DURATION
START DATE

END DATE

5 DISCHARGE

____DISMISSAL
____TERMINATION
____AUTOMATIC RESIGNATION

3 ☐ RESIGNATION

____SATISFACTORY SERVICES
____UNSATISFACTORY SERVICES
____TO ACCEPT ANOTHER CIVIL SERVICE POSITION (NOT A SEPARATION FROM THE CITY AND COUNTY SERVICE)

BY THE APPOINTEE: I HEREBY FREELY AND VOLUNTARILY RESIGN FROM THE ABOVE POSITION. I REQUEST APPROVAL OF THIS RESIGNATION AS OF THE EFFECTIVE DATE WITH THE FULL UNDERSTANDING THAT ONCE APPROVED, I MAY ACQUIRE ANOTHER POSITION IN THIS CLASS ONLY AS PROVIDED IN THE RULES OF THE CIVIL SERVICE COMMISSION (SEE EMPLOYEE COPY AND CSC RULES 14 & 19)

SIGNATURE DATE

6 OTHER

____REINSTATEMENT
____TRANSFER
____RETIREMENT
____RELEASE FROM EXEMPT/NCS APPOINTMENT
____EMPLOYEE HAS REACHED THE PERMISSIBLE LIMIT OF TEMPORARY TIME
____DEATH ____OTHER

4 ☐ LAY-OFF

____INVOLUNTARY LEAVE
____INVOLUNTARY LAY-OFF
____VOLUNTARY LAY-OFF
____ELECTIVE INVOLUNTARY LEAVE

REASON

____LACK OF WORK
____LACK OF FUNDS
____DISPLACED
____RETRENCHMENT

METHOD OF NOTICE

____HAND DELIVERED
____CERTIFIED MAIL

BY THE APPOINTEE: I ACKNOWLEDGE RECEIPT OF THE DHR INFORMATION LEAFLET.

SIGNATURE DATE

APPOINTING OFFICER SIGNATURE	TELEPHONE NUMBER
NAME/TITLE	

DEPARTMENT NO.	DEPARTMENT NAME	PERSONNEL FILE FORWARDED YES_____ NO_____	FORWARDED TO:

DHR USE

RQ STATUS ____________
CANCEL: YES ____ NO ______
DOC.#: ____________
SR POSTED ____ Date ______
CN POSTED ____ Date ______
Holdover Canvass ______

DHR 1-67 (REV 11/96)

3300-06

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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HR # 4-97

MEMORANDUM
DHR No. 4-97

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Date: January 15, 1997

To: Appointing Officers
Departmental Personnel Officers
Personnel and Payroll Clerks

From: Andrea R. Gourdine
Human Resources Director

Subject: Completion of Forms for the Appointment of Retired City Employees

The Department of Human Resources has been receiving forms that are incorrectly or incompletely filled out, and do not follow the instructions in the June 17, 1996 memorandum enumerating the Policy on Appointment of Retired City Employees, Charter Section A8.511(C). This policy allows departments to hire retired City employees to work for not more than 120 working days, or 960 hours each fiscal year while they continue to receive retirement benefits.

The purpose of this memo is to remind departments of the correct procedures for employing Retired City Employees and to request your assistance in updating information on any Retired City Employees your department has working.

Personnel Requisition: These must be Temporary Exempt Requisitions, with the Special Conditions section of the requisition clearly marked: "Requisition for the hiring of a retiree."

Appointment Processing Form: In the section which asks the question: "Is this person now employed by the City and County of San Francisco?", the answer must always be "No". In the follow-up question: "If not now, has she/he worked previously?", the answer should be "Yes, Retired" along with the prior dates of service with the City.

Update on Current Appointees who are Retired City Employees: Due to omissions in the forms submitted for current appointments of retirees, DHR must update its records and provide Retirement with an accurate listing of these appointees. Please submit the Name, Class, DHR Requisition Number, Appointment Number, and Appointment Date of any appointees your department has working under the provisions of this Charter Section.

Submit this information to Norma Gill, Certification Supervisor no later than January 31, 1997. Working retirees may be adversely affected if their records are not updated immediately.

If you have any questions or need a copy of the June 17, 1996 Memorandum, call Linda Lee at 557-4924.

7 49389 SFPL: ECONO JRS
101 SFPL 08/01/03 30

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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1/27/97

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MEMORANDUM
DHR NO. 5-97

Date: January 27, 1997

To: Department Heads
Personnel Officers
Personnel Representatives

From: Andrea Gourdine
Human Resources Director

SUBJECT: **Alternate Work Schedules**

Over the past several years, many departments have implemented limited use of alternate work schedules for full-time employees. Such programs typically involve either a 4/10 or 9/80 work schedule. These programs are distinct from the flextime program, which includes fixed core work hours. In the near future, the Airport hopes to introduce a six-month trial program of alternate schedules for a large percentage of its work force in order to reduce vehicular traffic congestion. As a result you may receive inquiries about the possibility of alternative work schedules in your department.

Before initiating and implementing such programs, several factors should be considered. First, these programs are often governed by provisions of the labor contract for the affected classification(s) of employees. The contracts usually allow for the implementation of these schedules by mutual agreement, and subject to approval of the Department of Human Resources. A few contracts have no provisions allowing for these schedules and limit the work week to traditional eight-hours days and five-day work weeks.

Second, some labor contracts define holiday benefits as a function of the employees work schedule. In the SEIU contracts, for example, most employees are eligible for the number of hours on a legal holiday equivalent to the number of hours the employee is normally scheduled to work. Therefore, an employee on a 4/10 schedule would be eligible for a 10-hour holiday. Some contracts define eligibility for night shift differentials for hours worked between pre-defined hours, which could include alternate work schedule hours.

Finally, the Fair Labor Standards Act (FLSA) generally requires overtime compensation for non-exempt (non-Z) employees working more than 40 hours per week. There are some exceptions to this general rule related to health and public safety employments. Although a 4/10 schedule will not require the payment of overtime, the 9/80 schedule may. The 9/80 schedule usually consists of one work week of five days totaling 44 or 45 hours, followed by a four-day work week of 35 or 36 hours. The overtime obligation applies to the 44 or 45 hour work week.

If you are considering alternate work week scheduling, please contact the Department of Human Resources prior to initiating the meet and confer process to ensure that your program proposal conforms to the requirements of the relevant labor contract(s) and avoids additional pay liability. For more information, please contact Alice Villagomez at 557-4921.

ARG:GLR

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 6-97

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Date: January 27, 1997

To:
Department Heads
Personnel Officers
Personnel Representatives

From:
Andrea R. Gourdine
Human Resources Director

SUBJECT: **Departmental Memoranda of Understanding (MOU's)**

This memorandum and the attached guidelines are intended to reconfirm the current policy of the City with regard to the negotiation of departmental MOU's.

First, pursuant to Charter Section A8.409-3, departmental MOU's are appendices of citywide MOU's and must be approved by this office, the Mayor and the Board of Supervisors before they can be implemented. All MOU's must also be approved as to form by the City Attorney. Because the departmental MOU's are appendices of the citywide MOU's both will carry the same expiration date.

Upon the expiration of the citywide MOU, the terms of the departmental MOU's remain in effect until replaced by a successor department MOU. However, because the terms of a department MOU may not conflict with the provisions of the citywide MOU, you should not negotiate a successor MOU until the terms of the citywide MOU have been finalized.

If you have any questions concerning this reminder or the attached guidelines, please contact Geoffrey Rothman, Employee Relations Division (557-4990).

Attachment

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

Guidelines for Departmental Memoranda of Understanding

These guidelines confirm the procedures that must be followed regarding Departmental Memoranda of Understanding (MOU's). Pursuant to San Francisco Charter Section A8.490-3, Departmental MOU's may only be negotiated by Appointing Officers pursuant to the following guidelines:

1. Prior to the negotiation of a Departmental MOU, the appointing officer must obtain written approval from the Human Resources Director;

2. Thereafter, the appointing officer must consult and coordinate negotiations with the Human Resources Director;

3. No Departmental MOU may address economic items, such as wages or benefits, nor may any Departmental MOU conflict with the provisions of a citywide Memorandum of Understanding;

4. No Departmental MOU is effective until it has been approved first by the City Attorney and then by the Mayor and a majority of the Board of Supervisors; and

5. Once approved, Departmental MOU's will be attached to the employee organization's citywide MOU as appendices.

A Departmental MOU will expire on the same date as the applicable citywide MOU. Approval to negotiate or renegotiate a Departmental MOU generally will not be granted by the Human Resources Director until after the terms of the relevant citywide contract are determined, either through agreement or award.

(1/27/97)

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

SF
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#1

MEMORANDUM
DHR No. 7-97

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1/31/97 Date: January 31, 1997

To: Department Heads
Departmental Personnel Officers
Payroll Personnel

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Subject: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and the Service Employees International Union (SEIU), Locals 250, 535 and 790 Memorandum of Understanding, the following new classification is hereby assigned to a bargaining unit represented by Local 535 (Section 1.B. Placement of New Classifications):

Classification	Unit Assignment	Certified Representative
2916 Social Work Specialist	8 - GG	Social Services Union, Local 535, SEIU

This assignment is effective February 8, 1997. By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of this assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

- over -

44 Gough Street • San Francisco, CA 94103-1233

Per Civil Service Rule 7, "Procedures for the Utilization of Administrative Law Judges," any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, Veterans Building, 401 Van Ness Avenue, 3rd Floor, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Mike Casey at 554-4747 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please call Janet Rogers at 557-5915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Mike Casey, CSC
John Madden, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System
All Recognized Employee Organizations
chron file

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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2/7/97

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MEMORANDUM
DHR No. 8-97

BOX 41
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100 Larkin Street
San Francisco, CA 94102

Date: February 7, 1997

To: Department Heads
Personnel Officers

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman, Director
Employee Relations Division

Subject: **NOTICE TO UNREPRESENTED EMPLOYEES**

The Employee Relations Division of the Department of Human Resources has scheduled two meetings to meet and confer pursuant to **Charter Section 8.409.1.** In order to provide notification for affected unrepresented employees, the attached memorandum is being forwarded to your office for immediate posting. **Please post this notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at all applicable work sites.**

For additional information, you may contact Janet Rogers at 557-4915. Thank you for your assistance and prompt attention to this request.

Attachment

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: February 7, 1997

To: Unrepresented Employees Covered under Ordinance No. 178-96

Through: Geoffrey L. Rothman, Director
Employee Relations Division

From: Janet L. Rogers, Senior Personnel Analyst
Employee Relations Division

Subject: **NOTICE TO MEET & CONFER PURSUANT TO CHARTER SECTION 8.409.1**

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section **8.409.4** of the Charter.

For those unrepresented employees covered under the current unrepresented ordinance (178-96) for FY 1996-97, two meetings have been scheduled to consider forms of compensation including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors pursuant to Section 8.409.1 of the Charter.

The following dates and times have been reserved to meet with those noted, designated unrepresented employees who wish to meet and confer regarding the proposed forms of compensation specified above.

Dare/Time: **Tuesday, February 18, 1997 - 11:45 am**

AND

Thursday, March 6, 1977 - 11:45 am

Location: Office of the Employee Relations Division
Department of Human Resources
44 Gough Street, Third Floor Conference Room
San Francisco, Ca 94103

For additional information, you may contact Janet Rogers at (415) 557-4915.

Attachment

ATTACHMENT

LIST OF UNREPRESENTED CLASSIFICATIONS PURSUANT TO CHARTER SECTION 8.409

PLEASE NOTE: This list is based on information available at the time of distribution and is intended to be comprehensive. Questions or concerns about this list (including contentions that the list contains any inaccuracies) may be directed to Janet Rogers, Senior Personnel Analyst, Employee Relations Division, 44 Gough Street, San Francisco, Ca. 94103. ERD reserves the right to amend this list to ensure it is complete and contains all classifications covered by San Francisco Ordinance No. 178-96.

Classification	Title
1229	SPECIAL EXAMINER.......................
1280	EMPLOYEE RELATIONS ASSISTANT............
1281	EMPLOYEE RELATIONS REPRESENTATIVE.......
1282	PRINCIPAL EMPLOYEE RELATIONS REP........
1283	DIRECTOR, EMPLOYEE RELATIONS DIVISION...
1293	HUMAN RESOURCES DIRECTOR
1360	SPECIAL ASSISTANT I....................
1361	SPECIAL ASSISTANT II...................
1362	SPECIAL ASSISTANT III..................
1363	SPECIAL ASSISTANT IV...................
1364	SPECIAL ASSISTANT V....................
1365	SPECIAL ASSISTANT VI...................
1366	SPECIAL ASSISTANT VII..................
1367	SPECIAL ASSISTANT VIII.................
1368	SPECIAL ASSISTANT IX...................
1369	SPECIAL ASSISTANT X....................
1370	SPECIAL ASSISTANT XI...................
1371	SPECIAL ASSISTANT XII..................
1372	SPECIAL ASSISTANT XIII.................
1373	SPECIAL ASSISTANT XIV..................
1374	SPECIAL ASSISTANT XV...................
1375	SPECIAL ASSISTANT XVI..................
1376	SPECIAL ASSISTANT XVII.................
1377	SPECIAL ASSISTANT XVIII................
1471	ELECTIONS WORKER........................
1518	CONFIDENTIAL SECRETARY TO ASSESSOR......
1549	SECRETARY, JUVENILE PROBATION COMM......
1580	EXECUTIVE DEPUTY, MAYOR'S OFFICE........
1649	ACCOUNTANT INTERN......................
1731	COMPUTER OPERATOR TRAINEE...............
1801	SUPERVISING PERFORMANCE AUDITOR.........

1829	OPERATIONS ANALYST......................
1849	MAYOR'S PROGRAM MANAGER.................
1942	ASSISTANT MATERIALS COORDINATOR.........
2314	PUBLIC HEALTH TEAM LEADER
2423	RADIOLOGIC TECHNOLOGIST INTERN..........
2446	SR CLINICAL LABORATORY TECHNOLOGIST.....
2465	VIROLOGIST.............................
2529	ASSISTANT CHIEF, PARAMEDIC DIVISION.....
2551	MENTAL HEALTH TREATMENT SPEC
2561	OPTOMETRIST............................
2565	ACUPUNCTURIST..........................
2576	SUPERVISING CLINICAL PSYCHOLOGIST.......
2742	GENERAL SERVICES SUPERVISOR.............
2782	LAUNDRY SUPERINTENDENT.................
2953	DEP. GEN. MGR., DEPT. OF HUMAN SERVICES
2978	CONTRACT COMPLIANCE OFFICER II..........
3238	DANCE INSTRUCTOR.......................
3248	PIANIST................................
3438	TREE TOPPER SUPERVISOR II..............
3484	AGRICULTURAL DIVISION LAND AGENT........
3650	MEDICAL RECORDS LIBRARIAN..............
4331	SECURITY ANALYST.......................
5140	MGR, BU OF SYS PLNG & REG COMPLIANCE....
5264	AIRPORT NOISE ABATEMENT TECHNICIAN......
5502	PROJECT MANAGER I......................
5504	PROJECT MANAGER II.....................
5506	PROJECT MANAGER III....................
5508	PROJECT MANAGER IV.....................
5630	WATER & POWER ANALYST I
5634	WATER & POWER RESOURCES MGR
7259	WATER AND POWER MAINTENANCE SUPERVISOR I
7288	SIGNAL SYSTEM MAINTENANCE SUPT..........
7304	COMPUTER REPAIR & MAINTENANCE TECH......
7351	HEAD MEAT CUTTER.......................
7369	APPRENTICE SHEET METAL WORKER..........
7389	METALSMITH.............................
7451	SENIOR SHADE AND DRAPERY WORKER.........
8121	INVESTIGATOR, PROTECTIVE SERVICES, P.U.C
8135	ASST CHIEF VICTIM/WITNESS INVESTIGATOR..
8137	CHIEF VICTIM/WITNESS INVESTIGATOR.......
8222	HOUSING AUTHORITY POLICE OFFICER........
8223	HOUSING AUTHORITY POLICE SERGEANT.......
8230	CHIEF MUSEUM GUARD.....................

8245	COMMUNICATIONS MANAGER, SFPD
8247	EMERGENCY PLANNING COORDINATOR..........
8326	ASSISTANT DIRECTOR, BOYS'S RANCH SCHOOL.
8413	ASST. CHIEF PROB. OFF., JUV. PROB.
8446	COURT ALTERNATIVE SPECIALIST I..........
8464	ASST SECRETARY, COUNTY PAROLE COMM......
9366	ENGINEERING AIDE, PORT..................
9914	PUBLIC SERVICE AIDE-ADMINISTRATION......
9916	PUBLIC SERVICE AIDE-PUBLIC WORKS........
9920	PUBLIC SERVICE AIDE-ASST TO PROFESSIONAL
9922	PUBLIC SERVICE AIDE-ASSOC TO PROFESSIONAL
9924	PUBLIC SERVICE AIDE-HEALTH SERVICES.....
A002	GRANTS REIMBURSEMENT SPECIALIST I.......
A003	GRANTS REIMBURSEMENT SPECIALIST II......
A004	ARCHIVIST..............................
A006	PARKING BUREAU CHIEF....................
A028	SPEC PROGRAM COORDINATOR................
A032	TRAFFIC SIGN MANAGER...................
A039	ASSOCIATE SAFETY OFFICER...............
A046	TRANSIT LINE MANAGER...................
A047	WATER SUPPLY ENGINEER..................
A049	BUREAU MANAGER, MANAG/EFFIC/PROD........
A057	WATER QUALITY SPECIALIST
A058	DIRECTOR ENTERPRISE ACCOUNT............
A061	AIRPORT TERMINAL MANAGER................
A062	ASST AIRPORT TERMINAL MANAGER..........
A063	BUSINESS OPERATIONS ANALYST............
A098	FINANCIAL OFFICER......................
A100	PARKING ENFORCEMENT SUP.................
A102	TOW & BOOT PROGRAM SUPERVISOR..........
A104	ASST SUPV TRAFFIC ENFORCEMENT..........
A114	MIS MANAGER
A115	COMMUNICATIONS COORDINATOR.............
A116	EMERGENCY PREPAREDNESS COORDINATOR......
A122	MULTI SERVICE CENTER DIRECTOR..........
A365	DIRECTOR RESOURCE DEVLOPMENT & IMPLEMENT
A398	DEPUTY DIRECTOR RESOURCE DEVELOPMENT....
A518	PARK PROPERTY MANAGER..................
A519	ASST DIR CONVENTION FACILITIES..........
A553	EXEC ASST TO GEN MGR, SOCIAL SERV.......
A557	DEPUTY FISCAL OFFICER - CAO............
A565	HOTEL TAX ADMINISTRATOR................
A566	ASST HOTEL TAX ADMIN...................

A610	INFORMATION SERVICES DIRECTOR
A611	ADMINISTRATOR-HEALTH INFORMATION SERVICES
A627	INCOME MAINTENANCE SPECIALIST
A635	FISCAL & OPERATION OFFICER
A642	DIR OF PRISONER SERVS
A712	HYDRANT SERVICE PERSON
A714	FINANCIAL SYSTEMS MANAGER
A736	SPECIAL PROJECT MANAGER
A738	PAYROLL DIRECTOR (CONTROLLERS)
A739	TRANSIT MAINTENANCE MANAGER III
A745	BUDGET DIRECTOR
A746	MIS DIRECTOR
A752	DATA COMM. SYSTEMS ANALYST SUPER
A753	ASSISTANT CITY ENGINEER, DPW
A766	AIRPORT ASSISTANT TO DIRECTOR
A777	DIRECTOR OF PUBLIC INFORMATION, DPH
A782	DIRECTOR OF FINANCE, PURCHASING
A784	DIRECTOR OF PLANNING & RESEARCH - DSS
A805	TELECOMMUNICATION SYSTEMS DIRECTOR
A807	POWER SCHEDULING TECHNICIAN
A827	AIRPORT PARKING MANAGER
A832	OPERATIONS EQUIP SUPV
A835	REAL PROPERTY MANAGER
A836	PROPERTY MANAGER II
A837	INVESTIGATIVE ASST
A863	SR PLUMBING INSPECTOR
A888	FINANCIAL SPECIALIST III
A891	CAPITAL RESOURCES MANAGER
A893	MANAGER, CWP PLANNING & CONTROL
A895	INSTRUMENTATION & CONTROL APPRENTICE
A898	CONTRACTING OFFICER I
A899	CONTRACTING OFFICER II
A900	CONTRACTING OFFICER III
A901	CONTRACTING OFFICER IV
A902	CONTRACTING MANAGER
A903	PROJECT CONTROLS OFFICER I
A907	CONSTRUCTION ENGINEER
A919	CONSTRUCTION CONTRACT ADMIN
A922	ELECTRONIC INSTRUMENTATION ASST SUPV
A925	PLANS APPROVAL MANAGER
A940	OPERATION ANALYSIST
A942	SENIOR ASSOCIATED ADMINISTRATOR
A943	CLINICAL PATIENT SPECIALIST

A976	REAL PROPERTY MANAGER II................
A978	SENIOR DATABASE ADMINISTRATOR...........
A979	MANAGER-DATABASE ADMINISTRATION.........
A981	ASST PAYROLL DIRECTOR...................
A982	VOCATIONAL COUNSELOR....................
A991	CONTRACTING SPECIALIST..................
AA08	RESEARCH CHEMIST........................
AA23	CHIEF, BUREAU OF CONSTRUCTION MGNT......
AA24	BUREAU MANAGER, ENV. REGULATION & MGNT..
AA30	DIR., EMERGENCY SERVS & PUBLIC SAFETY...
AA31	DIRECTOR OF FINANCE.....................
AA32	DIR OF BUSINESS & ECONOMIC DEVELOPMENT..
AA35	ASST. DIRECTOR OF BUDGET & PLANNING.....
AA37	EXECUTIVE ASST TO THE ASSESSOR..........
AA38	PROPERTY TRANSFER ASSISTANT.............
AA42	PERMIT CLERK I..........................
AA43	PERMIT CLERK II.........................
AA44	SENIOR HEARING OFFICER..................
AA46	WORKERS COMPENSATION ADJUSTER TRAINEE...
AA48	EXECUTIVE ASST, DIRECTOR OF AIRPORTS....
AA49	CLINIC FINANCE COORDINATOR..............
AA50	SUPV. CLINIC FINANCE COORDINATOR........
AA51	DIR. OF COMMUNITY ORIENTED PRIMARY CARE.
AA52	DEP. GEN MANAGER, DEPT. OF ELECTRICITY..
AA53	MANAGER, PARKING CITATION PROGRAM.......
AA54	ASST MANAGER, PARKING CITATION PROG.....
AA56	PARKING CITATION HEARING OFFICER........
AA58	NOISE MONITORING TECHNICIAN.............
AA59	EXEC ASST TO THE DIR OF HUMAN RESOURCES.
AA60	CONF SEC TO THE DIR OF HUMAN RESOURCES..
AA62	HEALTH SERVICES ADMINISTRATOR...........
AA63	ADMINISTRATIVE SECRETARY, PORT..........
AA65	ASST. DIRECTOR, AIDS OFFICE.............
AA66	MULTI-DISCIPLINE INSPECTOR..............
AA67	RECORDS MANAGER.........................
AA69	POWER GENERATION SITE SUPV..............
AA77	DEP DIR, OPERS, DEPT OF TRANSPORTATION..
AA78	DEP DIR MAINTENANCE, DPT OF TRANSPORTATN
AA79	DEP DIR, ADMIN & FIN,DPT OF TRANSPORTATN
AA80	DEP DIR, CAPITAL PROJ,DPT OF TRANSPOTATN
AA81	EXECUTIVE DIRECTOR, ETHICS COMMISSION...
AA82	HEALTH CARE ANALYST
AA83	BENEFITS ADMINISTRATOR

AA84	DIRECTOR, DEPARTMENT OF TRANSPORTATION
AA85	ADMIN SECRETARY,TRANSPORTATION COMMISSN
AA86	MGR, BUR OF SYS PLAN & REG COMPLIANC,PUC
AA90	MARITIME MANAGER
AA91	BUDGET MANAGER
AA93	CHIEF, BUREAU OF SAFETY.................
AA94	Library Aide I
AA95	HUMAN RESOURCES ADMINISTRATOR
AA96	DIRECTOR, DEPT. OF BUILDING INSP.
AA97	Commission Secretary, DBI
AA98	APPRENTICE ELECTRICIAN
AA99	APPRENTICE PAINTER
AB01	ENVIRONMENTAL SERVICES TRAINEE
AB02	ENVIRONMENTAL SERVICES WORKER
AB03	Dep. Dir., Building Inspection
AB04	MEDICAL DIRECTOR, EMSA
AB05	DEPUTY CLERK, PARKING & TRAFFIC
AB06	DEPUTY CLERK I, PARKING & TRAFFIC
AB07	INFORMATION CLERK, PARKING & TRAFFIC
AB08	ASST. DIV. CHIEF CLERK, P & T
AB11	COMMUNITY HEALTH NURSE
AB12	HOME HEALTH NURSE
AB13	HYDROGEOLOGIST
AB14	SENIOR HYDROGEOLOGIST
AB15	WATERSHED HYDROLOGIST
AB16	OPERATIONS MANAGER
AB17	RIGHT-OF-WAY MANAGER
AB21	DUAL DIAGNOSIS SPECIALIST
AB22	ADMINISTRATIVE SERVICES DIRECTOR
AB23	MENTAL HEALTH PROGRAM MANAGER
AB24	MAINTENANCE SUPERVISOR
AB25	ASST. PERSONAL PROPERTY AUDITOR
AB26	DIR. OF TAXPAYER ASSISTANCE
AB27	SECRETARY, COMM. ON THE ENVIRON.
AB28	TELECOMMUNICATIONS DIRECTOR
AB29	BUSINESS & ECONOMIC DEVEL. DIR.
AB30	SUPERVISING NUTRITIONIST
AB31	EX. DIR., DEPT. OF THE ENVIRONMENT
AB32	DIRECTOR, YOUTH COMMISSION
I120	SENIOR ORDERLY..........................
Q 63	CRIMINOLOGIST (POLICE DEPT)............

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

SF
H75
#1
2/13/97

MEMORANDUM

DHR No. 9-97

BOX 41 M-2* A-1*
PUBLIC LIBRARY - CIVIC CENTER
Documents Section
100 Larkin Street
San Francisco, CA 94102

Date: February 13, 1997

To: Department Heads
Department Personnel Officers
Personnel Representatives

From: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Pay for performance provisions of the Municipal Executives' Association Memorandum of Understanding (MOU)**

We are waiting for the outcome of discussions with the Municipal Executives' Association (MEA) concerning the details of implementing the provisions of Article 3.7 - Pay for Performance, of their current MOU. As indicated in my memorandum dated August 28, 1996 (copy attached), this program will be implemented effective Fiscal Year 1997-98.

It is essential that all employees covered by MEA receive appraisal reports by June 30, 1997, in order to objectively document their performance for purposes of participating in the Pay for Performance Program. If performance goals and measurable objectives for those members of your staff who are covered by the MEA have not been set, it is important that you begin this process now.

If you would like a briefing or training for your executive staff on using the City's Executive and Managerial Performance Appraisal Report, please contact Anne Godfrey at the Management and Employee Development Division, Department of Human Resources, 557-4944.

Attachment

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

August 28, 1996

TO: All City Department Heads

FROM: Andrea R. Gourdine
Human Resources Director

RE: Pay for Performance provisions of the Municipal Executives Association MOU

Article 3.7 Pay for Performance of the MOU between the City and the Municipal Executives Association (MEA) provides for the development of a pay for performance program to be implemented effective fiscal year 1997-98.

In order to establish criteria in advance of the implementation of this program, a Management Performance Appraisal Report should be completed for each covered employee within your department.

The appraisal system is designed to be used and tailored to reflect actual duties of positions to appropriately document performance goals and measurable objectives.

Copies of the Management Performance Appraisal Report and Management Performance Appraisal Workbook are attached for your reference.

Please contact the Management and Employee Development Division if you wish to schedule training on the performance appraisal system.

Encl..

cc: Geoff Rothman
Anne Godfrey

ARG:AV

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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13/97

MEMORANDUM

DHR No. 10-97

Date: February 13, 1997

To: Department Heads
Personnel Officers
Personnel Representatives

From: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Relocation of the Health Service System and the Workers' Compensation Division**

The following information is provided for your staff that have working relationships with Workers' Compensation and the Health Service System.

The Workers' Compensation Division, presently located at 1155 Market Street, 3rd Floor, will relocate to 1145 Market Street, 2nd Floor, during the week of February 17-21, 1997.

The Health Service System, presently located at 1155 market Street, 3rd Floor, will relocate to 1145 Market Street, 2nd Floor, during the weekend of February 22-23.

Staff phone numbers will remain the same; however, the Health Service System Administration line will be 554-1737 and the Information line will be 554-1700.

We anticipate service levels will be provided as usual; however, we would appreciate it if only ***urgent*** business is conducted with Workers' Compensation during February 18 through 21 and with the Health Service System on Monday, February 24.

Thank you for our cooperation.

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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/14/97

MEMORANDUM

DHR No. 11-97

Date: February 14, 1997

To: Department Heads
Departmental Personnel Officers
Payroll Personnel

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective February 22, 1997

Classification	Unit Assignment	Certified Representative
2565 Acupuncturist	8 - C	United Public Employees, Local 790, SEIU

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of this assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

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Per Civil Service Rule 7, "Procedures for the Utilization of Administrative Law Judges," any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, Veterans Building, 401 Van Ness Avenue, 3rd Floor, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Mike Casey at 554-4747 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please call Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Mike Casey, CSC
John Madden, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System
All Recognized Employee Organizations
chron file

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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San Francisco, CA 94102

MEMORANDUM
DHR No. 12-97

Date: February 21, 1997

To: Department Heads
Departmental Personnel Officers
Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - SUCCESSOR CLASSIFICATION**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and the successor class assignment provisions contained in the Municipal Executives Association (MEA) Memorandum of Understanding (Article 1.1.4), the following new classification is hereby assigned to a bargaining unit represented by MEA. This assignment is effective immediately.

Classification	Unit Assignment	Certified Representative
9397 Deputy Director, Port	EM	Municipal Executives Association (MEA) EGC: 351

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of this assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

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44 Gough Street • San Francisco, CA 94103-1233

Per Civil Service Rule 7, "Procedures for the Utilization of Administrative Law Judges," any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, Veterans Building, 401 Van Ness Avenue, 3rd Floor, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Mike Casey at 554-4747 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding these assignments, please call Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organizations listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Mike Casey, CSC
John Madden, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System
chron file

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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2/21/97

MEMORANDUM
DHR No. 13-97

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Date: February 21, 1997

To:
Department Heads
Departmental Personnel Officers
Payroll Personnel
Employee Organization Representatives

Through:
Andrea R. Gourdine
Human Resources Director

From:
Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL AND REASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective March 8, 1997.

Classification	Unit Assignment	Certified Representative
2314 Public Health Team Leader (initial assignment)	11-Q	United Public Employees, Local 790(SEIU) EGC:0790
4231 Senior Estate Investigator (reassignment)	11-A	International Federation of Professional & Technical Engineers,Local21 EGC:0021

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

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Per Civil Service Rule 7, “Procedures for the Utilization of Administrative Law Judges,” any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, Veterans Building, 401 Van Ness Avenue, 3rd Floor, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Mike Casey at 554-4747 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please call Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Mike Casey, CSC
John Madden, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System
chron file

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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2/26/97

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San Francisco, CA 94102

MEMORANDUM

DHR No. 14-97

DATE: February 26, 1997

TO: Department Heads
Departmental Personnel Officers
Training Liaisons

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FROM: Andrea R. Gourdine
Human Resources Director

RE: **New Executive Development Programs; Spring Quarter MEDD Catalog**

I am pleased to announce several Training and Development events and seminars that are coming up specifically for executives--department heads, deputies and senior managers--beginning in March.

Here is an overview of the Executive programs we have planned:

Partnerships in Training Executive Breakfast--March 19, 1997
This event, co-sponsored by City College of San Francisco and DHR, will brief Department Heads and will introduce economical and effective ways for City Departments to develop the skills of their employees.

Breakfast of Champions Executive Breakfast Series
Beginning in May, DHR MEDD will sponsor a series of Department Head breakfasts at various San Francisco hotels, featuring leading speakers from the private sector and academia as well as from government. There will be approximately four of these breakfasts during 1997.

Institute for Management Studies Seminars
Through the Municipal Executive Association (MEA), we now have a membership in the Institute for Management Studies, which provides monthly one-day executive seminars. DHR MEDD will send you announcements of each program, beginning with the April 23 seminar at the Sheraton Palace. Dr. Albert Vicere of the Smeal College of Business, Pennsylvania State University, will speak on "Thinking Strategically: Aligning your Capabilities for Success." MEDD will coordinate the participation and enrollment of City and County executives and managers in this important series.

Leadership Competency Workshop Series
This series of three three-day workshops for executives and senior managers is sponsored by MEA and taught by Dr. Rob Hicks. It is scheduled to begin in late April. MEDD will work with MEA to help set up this program and facilitate enrollment.

44 Gough Street • San Francisco, CA 94103-1233

How to Get Things Done in the City and County--A Program for New Department Heads
This 4-hour program will be offered for the first time on May 7, here at 44 Gough Street. It will feature "nuts and bolts" information. This program is described in detail in the enclosed ***Spring Quarter Training Catalog***.

In the Spring Quarter Training Catalog, we are also offering an Orientation Program for new employees. If you do not have your own Employee Orientation Program, this will be a useful training program for your Department.

If you have any questions, please call Anne Godfrey, Director of Training, at 557-4944.

enclosure

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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/3/97

MEMORANDUM

DHR No. 15-97

BOX 41
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MAR 04 1997
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DATE: March 3, 1997

TO: Department Heads
Appointing Officers
Departmental Personnel Officers
Departmental EEO/Affirmative Action Officers

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: EMPLOYMENT DISCRIMINATION COMPLAINTS

Effective immediately, and in compliance with the Charter of the City and County of San Francisco, Section 10.103, all complaints of employment discrimination are to be reported to me for review and resolution.

Under my direction, the Equal Employment Opportunity Division of the Department of Human Resources has established procedures for the investigation of employment discrimination complaints and has trained eeo personnel to conduct investigations. I believe that the centralization of reporting complaints and uniform procedures for investigating complaints will result in a more consistent application of equal employment opportunity laws for all employees and applicants for employment in the City and County of San Francisco.

Enclosed is a form, Department Report of Employment Discrimination Complaint, which you can use to report a complaint to me. Complete items #1 through #10 and return the form to the Department of Human Resources within five days after a complaint is received. You may include your recommendations to address the complaint.

For more information or technical assistance, please feel free to contact Evelyn Hogan-Jackson, EEO Manager, at 557-4825, or Dorothy Yee, Assistant EEO Manager, at 557-4982.

Enclosure

44 Gough Street • San Francisco, CA 94103-1233

CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF HUMAN RESOURCES

DEPARTMENT REPORT OF EMPLOYMENT DISCRIMINATION COMPLAINT

Return to: Dorothy Yee, DHR/EEO Division, 44 Gough Street, San Francisco, CA 94103

1. Complaint Filing Date: ____________________
2. Department/Worksite: ____
3. Complainant: ________________________________ Tel. No. (Work) ____________

   Address: ________________________________ Tel. No.(Home) ____________
4. Complainant's Current Employment Status: (underline one) Classification: ____________

   PCS TCS LT NCS PV PE TE PROBATION Not a City Employee

5. Basis of Discrimination:

- ☐ Race: ____________
- ☐ Color: ____________
- ☐ Religion: ____________
- ☐ Creed: ____________
- ☐ Sex: ____________
- ☐ National Origin: ____________
- ☐ Ethnicity: ____________
- ☐ Age: ____________
- ☐ Disability/Medical Condition: ____________
- ☐ Political Affiliation: ____________
- ☐ Sexual Orientation: ____________
- ☐ Ancestry: ____________
- ☐ Marital or Domestic Partner Status: ____________
- ☐ Gender Identity: ____________
- ☐ Parental Status: ____________
- ☐ Other Non-Merit Factors: ____________
- ☐ Retaliation: ____________

6. Issue complained of:

- ☐ Denial of Employment
- ☐ Denial of Training
- ☐ Denial of Promotion
- ☐ Denial of Reasonable Accommodation
- ☐ Termination
- ☐ Lay-off
- ☐ Constructive Discharge
- ☐ Disciplinary Action
- ☐ Harassment
- ☐ Work Assignment
- ☐ Sexual Harassment
- ☐ Compensation
- ☐ Other: Specify: ____________________

  ____

7. Describe the circumstances of the alleged discrimination. (Attach letter of complaint)
   Please include date(s) of adverse employment action(s).

____

____

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____

*8. What steps does the department recommend to be taken to address this complaint? i.e. investigation, alternative dispute resolution, dismissal?

____

____

____

____

____

*8a. Name and position of staff who will implement recommended steps.

____

9. Completed by: ______________________ Tel. No. ____________ Date: __________
Address: ____

*10. Please notify DHR/EEO in written form immediately upon resolution of this complaint.

*Subject to the Human Resources Director's approval.

****

Human Resources Director Review EEO File Number: ______________

/__/ Approve department's recommendations for addressing complaint. Proceed and notify HR Director of actions, findings, and recommendations for resolution.

/__/ Complaint is assigned by HR Director to: ______________________________
and/or the following actions are to be taken:

____

____

____

/__/ Other: ____

______________________________ ______________________

for Andrea Gourdine, HR Director Date

I:\share/eeo/compfrm2.wpd 11/18/96

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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BOX 41
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MEMORANDUM
DHR No. 16- 97

Date: March 11, 1997

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MAR 14 1997
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To: Department Heads
Personnel Officers

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman, Director
Employee Relations Division

Subject: **NOTICE TO UNREPRESENTED EMPLOYEES**

The Employee Relations Division of the Department of Human Resources has scheduled two **additional** meetings to meet and confer pursuant to **Charter Section 8.409.1** with unrepresented City employees. In order to provide notification for affected unrepresented employees, the attached memorandum is being forwarded to your office for immediate posting. **Please post this notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at all applicable work sites.**

For additional information, you may contact Janet Rogers at 557-4915. Thank you for your assistance and prompt attention to this request.

Attachment

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MAR 14 1997
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MEMORANDUM

Date: March 11, 1997

To: Unrepresented Employees Covered under Ordinance No. 178-96

Through: Geoffrey L. Rothman, Director
Employee Relations Division

From: Janet L. Rogers, Senior Personnel Analyst JLR
Employee Relations Division

Subject: **NOTICE TO MEET & CONFER PURSUANT TO CHARTER SECTION 8.409.1**

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section **8.409.4** of the Charter.

For those unrepresented employees covered under the current unrepresented ordinance (178-96) for FY 1996-97, two **additional** meetings have been scheduled to consider forms of compensation including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors pursuant to Section 8.409.1 of the Charter.

The following dates and times have been reserved to meet with those noted, designated unrepresented employees who wish to meet and confer regarding the proposed forms of compensation specified above.

Dare/Time: **Wednesday, March 19, 1997 - 11:45 am**

AND

Monday, March 24, 1997 - 11:45 am

Location:
Office of the Employee Relations Division
Department of Human Resources
44 Gough Street, Third Floor Conference Room
San Francisco, Ca 94103

For additional information, you may contact Janet Rogers at (415) 557-4915.

Attachment

ATTACHMENT

LIST OF UNREPRESENTED CLASSIFICATIONS PURSUANT TO CHARTER SECTION 8.409

PLEASE NOTE: This list is based on information available at the time of distribution and is intended to be comprehensive. Questions or concerns about this list (including contentions that the list contains any inaccuracies) may be directed to Janet Rogers, Senior Personnel Analyst, Employee Relations Division, 44 Gough Street, San Francisco, Ca. 94103. ERD reserves the right to amend this list to ensure it is complete and contains all classifications covered by San Francisco Ordinance No. 178-96.

Classification	Title
1229	SPECIAL EXAMINER........................
1280	EMPLOYEE RELATIONS ASSISTANT............
1281	EMPLOYEE RELATIONS REPRESENTATIVE.......
1282	PRINCIPAL EMPLOYEE RELATIONS REP........
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AA83	BENEFITS ADMINISTRATOR
AA84	DIRECTOR, DEPARTMENT OF TRANSPORTATION
AA85	ADMIN SECRETARY,TRANSPORTATION COMMISSN

AA86	MGR, BUR OF SYS PLAN & REG COMPLIANC,PUC
AA90	MARITIME MANAGER
AA91	BUDGET MANAGER
AA93	CHIEF, BUREAU OF SAFETY.................
AA94	Library Aide I
AA95	HUMAN RESOURCES ADMINISTRATOR
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AA97	Commission Secretary, DBI
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AA99	APPRENTICE PAINTER
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AB02	ENVIRONMENTAL SERVICES WORKER
AB03	Dep. Dir., Building Inspection
AB04	MEDICAL DIRECTOR, EMSA
AB05	DEPUTY CLERK, PARKING & TRAFFIC
AB06	DEPUTY CLERK I, PARKING & TRAFFIC
AB07	INFORMATION CLERK, PARKING & TRAFFIC
AB08	ASST. DIV. CHIEF CLERK, P & T
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AB12	HOME HEALTH NURSE
AB13	HYDROGEOLOGIST
AB14	SENIOR HYDROGEOLOGIST
AB15	WATERSHED HYDROLOGIST
AB16	OPERATIONS MANAGER
AB17	RIGHT-OF-WAY MANAGER
AB21	DUAL DIAGNOSIS SPECIALIST
AB22	ADMINISTRATIVE SERVICES DIRECTOR
AB23	MENTAL HEALTH PROGRAM MANAGER
AB24	MAINTENANCE SUPERVISOR
AB25	ASST. PERSONAL PROPERTY AUDITOR
AB26	DIR. OF TAXPAYER ASSISTANCE
AB27	SECRETARY, COMM. ON THE ENVIRON.
AB28	TELECOMMUNICATIONS DIRECTOR
AB29	BUSINESS & ECONOMIC DEVEL. DIR.
AB30	SUPERVISING NUTRITIONIST
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

DHR No. 17-97

Date: March 20, 1997

To:
Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

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From:
Andrea R. Gourdine
Human Resources Director

Edward M. Harrington
Controller

Subject: New Policy on the Use and Duration of Temporary Requisitions and the Continuation of Temporary Appointments

This memorandum is to clarify the requisition process and present the changes in policy on the use and duration of requisitions.

As we advised departments in our memorandum issued December 4, 1996, there would be no continued automatic extension of temporary requisitions.

All current Temporary, Temporary Declared Permanent, Temporary Exempt, and Temporary Exempt Declared Permanent requisitions will expire on June 30, 1997. New requisitions must be issued according to the guidelines specified below.

All temporary appointments, including provisional (PV), non-civil service (NCS), limited tenure (LT), temporary exempt (TE), and temporary civil service (TCS) appointments, will also expire no later than June 30, 1997. After this date, there will be no legal authority to pay employees if they have not been reassigned to a valid requisition.

Statement of Policy

Departments must accurately reflect positions and funding sources in their budgets and on requisitions. According to the 1997-98 Budget Instructions, all positions with a life of six months or more must be budgeted in permanent salaries. This is true for all funding sources, including grants, projects, or other off-budget sources. All positions budgeted in permanent salaries will have fringe benefits computed based on the full-time equivalent and will be listed in the Annual Budget and the Annual Salary Ordinance.

Positions funded in temporary salaries must have a duration of less than six months. These positions may have either a normal work schedule or an as-needed work schedule.

44 Gough Street • San Francisco, CA 94103-1233

GENERAL GUIDELINES

1. All temporary requisitions shall be limited to six months' duration.
2. When a non-permanent appointee (PV, NCS, or LT) is separated from a requisition issued against permanent funds, the requisition does not need to be reissued.
3. When a TCS appointment ends or an employee is reassigned from a temporary requisition, the requisition is no longer valid.
4. When a TCS appointment ends or an employee is reassigned from a temporary requisition with multiple positions, the position (slot) on that requisition is canceled.
5. When a PV or NCS employee separates from an as-needed requisition, the position may be refilled for any remaining duration on the requisition.
6. Current Permanent and Permanent Exempt requisitions will continue unchanged and need not be reissued.
7. When an employee is terminated or dismissed, has resigned with services unsatisfactory or an automatic resignation has been submitted, the requisition does not need to be reissued.
8. Departments are responsible for monitoring their requisitions. If no timely cancellation notice is received in DHR, available valid requisitions will be certified to eligibles on civil service lists.

Current Temporary, Temporary Declared Permanent, Temporary Exempt, and Temporary Exempt Declared Permanent requisitions that expire on June 30, 1997 may be reissued according to the following types:

REQUISITION TYPES

Requisitions with Permanent Funding Sources

Permanent funding sources include anything budgeted in permanent salaries, including grant, work order, and project positions.

P **Permanent:** A Permanent (P) requisition should be issued against any permanently-funded position that has been classified and is not encumbered. Permanent requisitions generally have no duration date. However, if an ending date is known, it should be entered on the requisition. Requisitions for positions which are subject to classification (SC) may be issued as Permanent if approved by your Department of Human Resources (DHR) Operations Team Analyst. To expedite processing for SC positions, the required documentation must be submitted in advance of the requisition.

A Requisition Modification Form may be used to change funds or to add or remove special conditions.

DP Declared Permanent: Declared permanent (DP) requisitions may be issued against any permanently-funded position if:

1. an incumbent of the position is on indefinite leave from the position, e.g., leave to accept another city position;

2. for unclassified positions where major classification studies are in progress or budget changes must occur to implement classification recommendations; or

3. the position is TX'd, where the funding class is different from the requested class. DHR staff will review TX'd positions and will enter a duration date, generally to coincide with the end of the fiscal year. It is required that these positions be budgeted in the appropriate class in the subsequent fiscal year.

Declared permanent requisitions do not need a duration date; however, depending on circumstances, either the department staff or DHR staff may enter a duration date.

For DP requisitions, a Requisition Modification Form may be used to change funds or add or remove special conditions.

PE Permanent Exempt under Charter Section 10.104: Permanent exempt (PE) requisitions should be issued against any permanently-funded position that is determined to be exempt under Charter Section 10.104.

A Requisition Modification Form may be used to change funds.

TE Temporary Exempt: A temporary exempt (TE) requisition may be issued against permanent funds only for a position that is determined to be exempt under Charter Section 10.104.

Charter Section 10.104-16 and 17 permit departments to appoint exempt temporary and seasonal employees (not to exceed the equivalent of half time during any fiscal year) or to replace a position where a PCS incumbent is on a definite leave of absence with an exempt appointment. In accordance with Civil Service Commission policy (Memorandum No. 96-08)(see attached), these requisitions may be approved in increments of up to six months. To make an exempt appointment under these conditions, the Human Resources Director must also determine that it would be impracticable to fill the positions from civil service eligible lists.

A Requisition Modification Form may be used to change funds or to extend time if the Charter-specified duration has not been reached and DHR Operations staff approves the request.

Requisitions with Temporary Funding Sources

T Temporary requisitions: temporary funding can be used to issue temporary requisitions with a limit of six months or until the end of the Fiscal Year whichever occurs first.

Seasonal employments may be filled using Temporary requisitions in place of temporary exempt requisitions as permitted in Charter Section 10.104.16-17. Temporary (T) requisitions for seasonal employment may not exceed six months' duration; however, subject to approval by the Controller, seasonal temporary requisitions may have a duration date beyond the end of the Fiscal Year. For example, requisitions for Camp Assistants may be issued for the period June 1 through September 1.

Temporary (T) requisitions for positions with as-needed work schedules shall be for a period of six months or less, and may not exceed the end of the Fiscal Year. If an as-needed employee is separated prior to the expiration date of the requisition, the position may be refilled for the remaining duration of the requisition. As a reminder, as-needed employees may not work more than 1040 hours in a fiscal or calendar year.

Temporary requisitions (T) with multiple positions may be issued for up to six months' duration. No refill of a position (slot) will be allowed when a TCS appointee vacates a position.

A Requisition Modification Form may be used to add or remove special conditions. Note that you cannot request to extend time on any temporary (T) requisition with a temporary funding source.

TE Temporary Exempt requisitions: A temporary exempt (TE) requisition may be issued against temporary funds only for a position that is determined to be exempt under Charter Section 10.104.

In accordance with Civil Service Commission policy (Memorandum No. 96-08), requisitions may be approved in increments of up to six months for positions exempt under Charter Sections 10.104-16 and 10.104-17. Charter 10.104-16 and 17 permit departments to appoint exempt temporary and seasonal employees (not to exceed the equivalent of half time during any fiscal year) or to replace a position where an incumbent is on a definite leave of absence with an exempt appointment. To make an exempt appointment under these conditions, the Human Resources Director must also determine that it would be impracticable to fill the positions from civil service eligible lists.

A Requisition Modification Form may be used only to change funds.

Reassignment of Temporary Employees After June 30, 1997

Along with the expiration of temporary requisitions on June 30, 1997, all temporary appointments, including provisional (PV), non-civil service (NCS), limited tenure (LT), temporary exempt (TE), and temporary civil service (TCS) appointments, will also expire no later than June 30, 1997. After this date, there will be no legal authority to pay employees if they have not been reassigned to a valid requisition.

In order to continue the temporary appointment of an employee, the department must:

1. Submit a replacement requisition;
2. On the replacement requisition, in the section that states "Please hold requisition for..." check the box for "reassignment";
3. Enter the name of the employee, current DHR requisition number and status (PCS, PV, etc.);
4. For requisitions with multiple positions or slots, attach a list of employees to be reassigned, including their names, old DHR requisition and position numbers, and new position numbers.

Requests for reassignments will be reviewed by DHR staff in the Certification Unit and EEO Division to ensure that continuation of the temporary appointments are appropriate. If a work schedule is not increased, DHR EEO staff will reassign provisional and non-civil service appointments onto the replacement requisitions; new oral authorization numbers will not be needed. Increases in work schedule refers to schedules being changed from part time to full time or from school term to full term. It does not refer to an increase in the number of hours in a part-time schedule. If a work schedule is increased, you must request a new oral authorization.

The approved duration of provisional appointments will not exceed 1040 hours in accordance with Civil Service Commission Rule 14, Section 14.5 Provisional Appointments. However, the Human Resources Director may grant additional extensions in increments of up to 1040 hours.

Departments must continue to monitor the expiration dates of requisitions and appointments to assure that appointments are valid and that appointees are either reassigned or Separation Reports are issued on time.

Fiscal Year 1997-98 Budget Changes

These policy changes and instructions are issued in time for departments to consult with their departmental budget offices or Controller's Budget Office on amendments to budget submissions for Fiscal Year 1997-98 to correctly reflect the allocation of positions to temporary or permanent salaries. The DHR Operations Team Analysts are also available for consultation on classification issues arising from this policy.

Preparation and Processing of Replacement Requisitions for Fiscal Year 1997-98

Departments should begin to plan the issuance of new requisitions to replace those expiring on June 30, 1997, by reviewing the use of temporary requisitions that have been continued for a long period. To assist in this process, DHR will be preparing lists of all the temporary type requisitions currently in your department that will be expiring on June 30, 1997. This list will be issued around April 1, and will accompany detailed instructions related to completion of Requisition Forms, transmittal sheets, special batching of replacement requisitions, and the process for submitting the requisitions for approval. DHR will provide information sessions for Personnel Officers and training for Personnel Clerks. Such sessions are tentatively scheduled for the weeks of April 7 and 14.

Note that new Requisition Forms (dated 3/97) are being shipped from the printer and a supply will be available for pick-up at the information/training sessions. Replacement requisitions should be prepared with an effective date of July 1, 1997. All replacement requisitions must be submitted on the new Requisition Forms.

We have attached a quick reference chart summarizing the information in this memorandum for your convenience. Also attached is a copy of Charter Section 10.104. Questions on this policy should be directed according to subject:

General questions:	Linda Lee (557-4924)
Funding and Budget:	Controller's Fund Accountant
Types of Requisitions, Classification, and Charter Exemptions:	Assigned Operations Team Analyst*
Provisional Appointments and Oral Authorizations:	DHR-EEO (557-4837)
Other Appointments and Certifications:	Norma Gill (557-4816)

*Call 557-4923 if you do not know the name of your assigned analyst.

Attachments

REQUISITIONS: Quick Reference Table

I. Permanent Funding Types

Permanent Salaries Type	Requisition Type	Note	Duration Date	Work Schedule Notes	Modification(s) Allowed	Comments
ASO budgeted permanent, classified position	P- Permanent	May be grant or project funds designated to go beyond 6 mos.	No Date Required	Cannot be As Needed	Change Funds or Special Conditions	
ASO budgeted permanent position, SC, subject to classification	P- Permanent or DP - Declared Permanent	Approval by DHR Operations Team analyst required prior to issuing	No Date, or may have expiration date set by DHR-OPS	Cannot be As Needed	Change Funds or Special Conditions	DHR-OPS requires documentation to complete classification review
ASO budgeted permanent, classified position	DP - Declared Permanent	Vice incumbent on indefinite leave	No Date, or dept sets based on end of leave	Cannot be As Needed	Change Funds or Special Conditions	May be used when incumbent on indefinite leave
ASO budgeted	DP - Declared Permanent , Diverted Fund Source (TX)	Funded class is different from requested class	Date will generally not go beyond fiscal year end	Cannot be As Needed	Change Funds or Special Conditions	Positions are to be budgeted in appropriate class in subsequent fiscal year
ASO budgeted permanent	PE - Permanent Exempt	Indicate Charter 10.104 exempt category	No Date, or date set by DHR-OPS or by dept.		Change Funds	May be funded by diverted funds (TX)
Permanent Salaries	TE - Temporary Exempt	Indicate Charter 10.104 exempt category	6 months		Change Funds or Extend Time	Total duration may be limited by Charter

II. Temporary Funding Types

Temporary Salaries	T - Temporary	Funded for 6 mos. or less	6 months or end of Fiscal Year, whichever is sooner	May be AsNeeded	Special Conditions	Cannot cross Fiscal Years
Temporary Salaries-Seasonal Employment	T - Temporary	Seasonal assignment, not beyond 6 mos.	6 months maximum, season may extend beyond the Fiscal Year	May be AsNeeded	Special Conditions	Controllers approval required to carry over between Fiscal Years
Temporary Salaries	TE- Temporary Exempt	Indicate Charter 10.104 exempt category	Date must not be beyond 6 mos from Date to Report	May be AsNeeded	Change Funds	

March 20, 1997

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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PRESIDENT

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COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

MEMORANDUM
CSC No. 96-08

Date: June 5, 1996

To: Department Heads
Personnel Officers
Departmental Personnel Representatives

From: Albert C. Walker
Executive Officer

SUBJECT: **Appointments Exempt from Civil Service Under the 1996 Charter**

Section 10.104 of the 1996 Charter (Attachment A) provides that all employments in the City and County government will be filled through the civil service selection process except those that it specifically excludes from these selection procedures.

Section 10.104 contains 19 categories of exempt appointments trifurcated as follows:

Group 1: Charter Sections 10.104-1 through 10.104-12
Group 2: Charter Sections 10.104-13 through 10.104-15
Group 3: Charter Sections 10.104-16 through 10.104-19

Group 1 has 12 categories of exemptions ranging from new authorizations (e.g., "all supervisory and policy-level positions within the office of the Mayor and the office of the City Administrator") to the continuation of many of the exemptions authorized by the 1932 Charter (e.g., Commission secretaries; department heads; members of boards and commissions; et al.)

Group 2 has three categories of exemptions all continuing those allowed under the 1932 Charter (e.g., attorneys; most physicians and dentists; Retirement System actuary; Assistant Sheriff; at al.)

Group 3 relates to part-time, seasonal, temporary, substitute, and disabled exemptions and is a blend of both old and new exemptions with, in some cases, modifications to the 1932 Charter authorization.

Group 1 (Charter Sections 10.104-1 thru 10.104-12)

The Civil Service Commission has previously processed the Group 1 exceptions by taking two actions. First, the Commission adopted a proposed Rules change on May 6, 1996 which added Article VII - Exempt Appointment, to Civil Service Commission Rule 14 - Appointments. This Rules change added Section 14.45 - Exclusions from Civil Service Appointment, to the Rules which contains a comprehensive definition of exempt appointment. This Rules amendment is effective on July 1, 1996. A Rules change amendment will be issued later this month.

Second, the Commission posted a proposed amendment to Civil Service Commission Rule 14 - Appointments, Article VII - Exempt Appointment, adding new Section 14.46 - Charter Limit on Certain Categories of Exempt Appointments. This proposed amendment would implement the Charter authorization for exceeding the Charter-imposed limitation on the number of positions to be exempted in the Group I categories.

The Commission ordered that this proposed amendment be forwarded to the Department of Human Resources - Employee Relations Division for circulation to employee organizations for meet and confer. Meet and confer on this proposed amendment commences on June 11, 1996. This Rules change is also subject to approval of the Board of Supervisors.

Group 2 (Charter Sections 10.104-13 thru 10.104-15

This group of authorizations for exempt appointment requires no action by the Civil Service Commission.

Group 3 (Charter Sections 10.104-16 thru 10.104-19)

At its meeting of June 3, 1996, the Civil Service Commission considered the implementation of the four categories in the Group 3 exemptions. It was the decision of the Civil Service Commission that the Group 3 exemptions be implemented in two ways.

First, the exemptions authorized by Charter Section 10.104-19 relating to the employment of persons who are severely disabled is carried forward from existing Charter Section 8.300. This Charter section was implemented through Civil Service Commission Rule 15 - Exempt Employment of Individuals Who are Severely Disabled. As this Rule remains in effect and is operative, no further action is required by the Civil Service Commission to effect Charter Section 10.104-19. Commission staff will be reissuing certain pages of Rule 15 so that the Rule references the appropriate section of the new Charter.

Second, on June 3, 1996 the Civil Service Commission established and adopted Procedures and Guidelines to implement the three remaining categories of the Group 3 exemptions (Charter Sections 10.104-16; 10.104-17; and 10.104-18). A copy of the Procedures and Guidelines is attached (Attachment B).

The Human Resources Director may act on departmental written requests for these types of exemptions. The Procedures and Guidelines requires the Human Resources Director to issue instructions to the departments to provide for the expeditious processing of departmental requests for Group 3 exemptions. All decisions of the Human Resources Director are appealable to the Civil Service Commission. In addition, the Human Resources Director must provide the Civil Service Commission with a written monthly report on all transactions processed under the Procedures and Guidelines.

Please call me at 554-4747, if there are questions about these Procedures and Guidelines. Instructions from the Human Resources Director for requesting Group 3 exemptions will follow shortly.

CIVIL SERVICE COMMISSION
Albert Walk
ALBERT C. WALKER
Executive Officer

Sec. 10.104. EXCLUSIONS FROM CIVIL SERVICE APPOINTMENT.

All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority:

1. All supervisory and policy-level positions within the office of the Mayor and the office of the City Administrator;

2. All elected officers of the City and County and their chief deputies or chief assistants;

3. All members of commissions, boards and advisory committees;

4. Not more than one commission secretary for each commission or board;

5. All heads of agencies and departments, unless otherwise provided for herein;

6. All non-uniformed deputy heads of departments;

7. All uniformed deputy heads of departments, police commanders and Fire Chief's aides;

8. Not more than one confidential secretary and executive assistant in each department and agency;

9. The Clerk of the Board of Supervisors, legislative analyst and assistants to the members of the Board of Supervisors;

10. All paraprofessional aides of the Unified School District and teaching instructional aides of the Community College District;

11. Persons employed in positions outside the City and County upon construction work being performed by the City and County when such positions are exempted from the classified civil service by an order of the civil service commission;

12. Persons employed in positions in any department for expert professional temporary services, when such positions are exempted from said classified civil service for a specified period of said temporary service by order of the civil service commission.

The proportion of full-time employees in the above exempt categories to the total number of civil service employees of the City and County shall not be greater than such proportion as existed on July 1, 1994, unless modified by Civil Service Commission rule, approved by the Board of Supervisors.

13. All attorneys, including an attorney to the Sheriff and an attorney for the Tax Collector, City Attorney's and District Attorney's investigators, hospital chief administrators, physicians and dentists serving in their professional capacity (except those physicians and dentists whose duties are significantly administrative or supervisory);

14. The law librarian, assistant law librarians, bookbinder of the Law Library, purchaser, curators, Assistant Sheriff, Deputy Port Director, Chief of the Bureau of Maritime Affairs, Director of Administration and Finance of the Port, Port Sales manager, Port Traffic Manager, Chief Wharfinger, Port Commercial Property Manager, Actuary of the Employee's Retirement System, Director of the Zoo, Chief Veterinarian of the Zoo, Director of the Arboretum and Botanical Garden, Director of Employee Relations, Health Service Administrator, Executive Assistant to the Human Services Director, and any other positions designated as exempt under the 1932 Charter, as amended;

15. Positions determined by the Controller and approved annually by the Board of Supervisors to be positions where the work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County, except where such work or services are required to be performed by officers or employees of the City and County under the provisions of this Charter or other applicable law.

In addition, with the approval of the Civil Service Commission, exempt employees shall include:

16. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures;

17. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures;

18. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular civil service procedures; and

19. Entry level positions designated by an appointing officer with approval of the Civil Service Commission for persons who met minimum qualifications and are certified as blind or severely disabled; persons so appointed whose job performance is rated satisfactory by their appointing officer shall after one year of continuous service acquire Civil Service status.

Procedures and Guidelines for Making Exempt Appointments Under Charter Sections 10.104-16; 10.104-17; and 10.104-18.

Adopted by the Civil Service Commission on June 3, 1996; effective July 1, 1996

The Civil Service Commission authorizes the Human Resources Director to develop and promulgate departmental instructions to implement these Procedures and Guidelines. The Civil Service Commission further authorizes the Human Resources Director to review written requests from appointing officers or their designees for exemptions under Charter Sections 10.104-16; 10.104-17; and 10.104-18 subject to the following conditions and standards. The Civil Service Commission may amend these Procedures and Guidelines at any time. All decisions of the Human Resources Director made under these Procedures and Guidelines are appealable to the Civil Service Commission. The decision of the Civil Service Commission on the appeal shall be final.

A. Limited Duration Exemption (Charter Section 10.104-16)

1. Appointments shall be to either "temporary" or "seasonal" positions;
2. No person shall exceed 1040 hours of employment under limited duration exempt appointment in any fiscal year;
3. All appointees shall possess the minimum requirements for the class as established by the last examination announcement for the class;
4. The Human Resources Director shall certify that it is not practicable to fill the position or positions for which exemption is requested from a civil service eligible list;
5. A position once exempted under this section shall not be offered to eligibles or holdovers;
6. All appointments authorized under this section shall be "temporary exempt;"
7. Commencing with the Civil Service Commission meeting of August 19, 1995 for transactions processed through July 31, 1997, the Human Resources Director shall report to the Civil Service Commission in writing on a monthly basis detailing the appointments authorized under this section.

B. Substitute Exemption (Charter Section 10.104-17)

1. An appointment proposed for exemption under this section shall be for a replacement or substitute for a civil service employee on an authorized leave of absence;

2. The Human Resources Director may approve an appointment in increments of up to 1040 hours (six months); however, the appointment shall not exceed a maximum duration of 4160 hours; or a total of four six-months increments;

3. All appointees shall possess the minimum requirements for the class as established by the last examination announcement for the class;

4. The Human Resources Director shall certify that it is not practicable to fill the position or positions for which exemption is requested from a regular civil service eligible list;

5. A permanent holdover may displace an appointee occupying a position exempted under this section;

6. An appointment authorized under this section may be either "permanent exempt" or "temporary exempt;"

7. Commencing with the Civil Service Commission meeting of August 19, 1996 for transactions processed through July 31, 1997, the Human Resources Director shall report to the Civil Service Commission in writing on a monthly basis detailing the appointments authorized under this section.

C. Special Project Exemption (Charter Section 10.104-18)

1. An appointment authorized for exemption under this section must be to a position created for or dedicated to a special project or for professional services;

2. Funding for appointments authorized under this section shall be for a limited term, e.g., a grant or a "one-time only" appropriation for a specific or special purpose;

3. All appointees shall possess the minimum requirements for the class as established by the last examination announcement for the class;

4. The Human Resources Director shall certify that it is not practicable to fill the position or positions for which exemption is requested from a civil service eligible list;

5. A position once exempted under this section shall not be offered to eligibles or holdovers;

6. Appointments authorized under this section may be either "permanent exempt" or "temporary exempt;"

7. The Human Resources Director shall report to the Civil Service Commission in writing on a monthly basis detailing all appointments authorized under this section.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DHR No. 18-97

Date: March 20, 1997

To: Department Heads
Appointing Officers
Departmental Personnel Officers.

From: Andrea R. Gourdine
Human Resources Director

Subject: **Examination Program**

As many of you are aware, as a result of a negotiated agreement between the City and the International Federation of Professional and Technical Engineers, Local 21, bargaining unit classes which contained provisional employees were identified as a high priority for examinations during FY 1996/97. In an effort to facilitate the examination processes and provide flexibility for hiring departments, staff of the Department of Human Resources initiated discussions with the union in May, 1996, to reach consensus on broader certification rules, as provided in Civil Service Commission Rule 11.

Although it took nine months of meetings, the union has finally agreed to the use of a broader certification rule for 65 classes; 28 of these classes are in the newly created Information Technology series, where examinations are contemplated in FY 1997-98.

It is the intent of the Department of Human Resources to immediately proceed with exam activities for the classes reflected in this agreement. However, we are also prepared to reassess the exam plan in light of these developments and defer exams in the remaining Local 21 classes depending on departmental needs. We, therefore, request that you review your staffing concerns and the examination priorities indicated in the attachment. Please immediately notify Linda Marini at 557-4969, or in her absence, Candy Heurlin at 557-4846, if you would prefer that DHR resources be devoted to examinations in classes other than those designated Priority A.

ARG/LM/kh
Attachment

loc21crt wpd

44 Gough Street • San Francisco, CA 94103-1233

EXAM PLAN FY 1996/97
By Priority
3/10/97

CLASS NO.	TITLE	# PROVS as of 9/12	BARG UNIT	RESP	PRIOR-ITY
1231*	Assoc. Affirmative Action Coord.	2	L21, SFAPP	DHR	A
1232*	Training Officer	4	Local 21	DHR	A
1233*	Affirmative Action Specialist	2	L21, SFAPP	DHR	A
1242*	Personnel Analyst	7	L21, SFAPP	DHR	A
1244*	Sr. Personnel Analyst	1	L21, SFAPP	DHR	A
1312*	Public Information Officer	3	Local 21	DHR	A
1314*	Public Relations Officer	2	Local 21	DHR	A
1452*	Executive Secretary II	14	L21 SFAPP	SFIA	A
1649	Accountant Intern		Local 21	Cont.	A
1654	Principal Accountant	2	Local 21	Cont.	A
1655	Systems Accountant	2	Local 21	Cont.	A
1657	Senior Systems Accountant	18	Local 21	Cont.	A
1659	Chief Systems Accountant	3	Local 21	Cont.	A
1671	Financial Systems Ops Supv	1	Local 21	Cont.	A
1684	Associate Auditor	0	Local 21	Cont.	A
1805	Associate Performance Auditor	0	Local 21	Cont.	A
1812	Assistant Retirement Analyst	0	Local 790	Retire.	A
1814	Benefits Supervisor	0	Local 790	Retire.	A
1823*	Sr. Administrative Analyst	15	Local 21	DHR	A
1824*	Prin. Administrative Analyst	9	Local 21	DHR	A
1950*	Assistant Purchaser	2	Local 21	DHR	A
1952*	Purchaser	3	Local 21	DHR	A
1956*	Senior Purchaser	3	Local 21	DHR	A
1958*	Supervising Purchaser	4	Local 21	DHR	A
2471	Water Quality Chemist	3	Local 21	PUC/DHR	A
2478	Senior Sewage Treatment Chemist	3	Local 21	PUC/DHR	A
2480	Supv. of Lab, Water Qual Control	1	Local 21	PUC/DHR	A
2540	Audiologist	1	Local 21	DPH	A

CLASS NO.	TITLE	# PROVS as of 9/12	BARG UNIT	RESP	PRIOR-ITY
2558	Senior Physical Therapist	1	Local 21	DPH	A
2580	Coroner's Investigator	2	Local 790	DHR	A
2591	Health Program Coordinator II	12	Local 21	DPH	A
2593	Health Program Coordinator III	14	Local 21	DPH	A
2595*	Sr. Emply. Assistance Counselor	2	Local 21	DPH	A
2708	Custodian (Airport Only)		Local 790	SFIA	A
2803	Epidemiologist II	5	Local 21	DPH	A
2819*	Asst. Health Educator	6	Local 21	DPH	A
2822	Health Educator	3	Local 21	DPH	A
2846*	Nutritionist	9	Local 21	DPH	A
2910/12	Social Worker Bilingual	5	Local 535	DSS	A
2924*	Medical Social Work Supervisor	1	Local 21	DPH	A
2940	Child Welfare Wkr./Spanish		Local 535	DSS	A
2940	Child Welfare Worker		Local 535	DSS	A
3529	Museum Conservator - Brundage Collection of Asian Art	0	Lcl 250A	Asian Art Mus	A
4220	Personal Property Auditor	4	Local 21	DHR	A
4222	Senior Personal Property Auditor	1	Local 21	DHR	A
4230*	Estate Investigator	5	Local 21	DHR	A
4231	Sr. Estate Investigator	0	Local 790	DHR	A
4265	Sr. Real Property Appraiser	0	Local 21	DHR	A
4267*	Prin. Real Property Appraiser	1	Local 21	DHR	A
5174	Administrative Engineer	2	Local 21	DHR	A
5177	Safety Officer	2	Local 21	DHR	A
5204	Assistant Civil Engineer	12	Local 21	DHR	A
5206	Associate Civil Engineer	19	Local 21	DHR	A
5208	Civil Engineer	1	Local 21	DHR	A
5210	Sr. Civil Engineer	6	Local 21	DHR	A
5218	Structural Engineer	4	Local 21	DHR	A
5222	Asst. Water Purification Engineer	2	Local 21	DHR	A
5224	Associate Water Purification Engr	1	Local 21	DHR	A
5229*	Assoc. Traffic Engineer	3	Local 21	DHR	A

CLASS NO.	TITLE	# PROVS as of 9/12	BARG UNIT	RESP	PRIOR-ITY
5230*	Traffic Engineer	3	Local 21	DHR	A
5232*	Senior Traffic Engineer	3	Local 21	DHR	A
5236	Asst. Electrical Engineer	0	Local 21	DHR	A
5238	Assoc. Electrical Engineer	2	Local 21	DHR	A
5240	Electrical Engineer	0	Local 21	DHR	A
5242	Sr. Electrical Engineer	0	Local 21	DHR	A
5247	Assoc. Sanitary Engineer	2	Local 21	DHR	A
5248	Sanitary Engineer	4	Local 21	DHR	A
5249	Sr. Sanitary Engineer	2	Local 21	DHR	A
5252	Asst. Mechanical Engineer	3	Local 21	DHR	A
5254	Assoc. Mechanical Engineer	0	Local 21	DHR	A
5256	Mechanical Engineer	5	Local 21	DHR	A
5258	Sr. Mechanical Engineer	2	Local 21	DHR	A
5260*	Architectural Assistant I	5	Local 21	DHR	A
5261*	Architectural Assistant II	6	Local 21	DHR	A
5262	Jr. Landscape Architect	2	Local 21	DPW	A
5263*	Planner V	3	Local 21	DHR	A
5265*	Architectural Associate I	4	Local 21	DHR	A
5266*	Architectural Associate II	7	Local 21	DHR	A
5268**	Architect	2	Local 21	DHR	A
5270	Senior Architect	5	Local 21	DHR	A
5277*	Planner I	8	Local 21	DHR	A
5278*	Planner II	7	Local 21	DHR	A
5280*	Planner III	4	Local 21	DHR	A
5290*	Transit Planner IV	3	Local 21	DHR	A
5292*	Planner III (Zoning)	1	Local 21	DHR	A
5298*	Planner III Environmental Review	2	Local 21	DHR	A
5305*	Materials Testing Technician	3	Local 21	DHR	A
5320	Illustrator and Art Designer	1	Local 21	SFIA	A
5344	Mechanical Engr. Asst. II	5	Local 21	DPW	A
5346	Mechanical Engr Associate I	1	Local 21	DPW	A

CLASS NO.	TITLE	# PROVS as of 9/12	BARG UNIT	RESP	PRIOR-ITY
5352	Electrical Engr. Asst. II	1	Local 21	DPW	A
5354	Electrical Engr. Assoc. I	0	Local 21	DPW	A
5360	Civil Engineering Asst. I	4	Local 21	DPW	A
5362	Civil Engineering Asst. II	5	Local 21	DPW	A
5364	Civil Engineering Assoc. I	2	Local 21	DPW	A
5604*	Assistant Energy Specialist	2	Local 21	PUC/DHR	A
5606*	Energy Specialist	3	Local 21	PUC/DHR	A
5630	Water & Power Analyst I	0	N/A	PUC	A
5631	Water & Power Analyst II	1	N/A	PUC	A
5633	Water & Power Specialist	3	N/A	PUC	A
5634	Water & Power Resources Mgr.	1	N/A	PUC	A
6106	Sanitary Engineering Technician	3	Local 21	PUC/DHR	A
6130*	Safety Analyst	4	Local 21	DHR	A
6138*	Industrial Hygienist	6	Local 21	DPH	A
6230	Street Inspector	3	Local 21	DPW	A
6262	Plan Checker (Architectural)	2	Local 21	DPW	A
6266	Sr. Plan Checker	3	Local 21	DPW	A
6270*	Housing Inspector	5	Local 21	DHR	A
6272	Sr. Housing Inspector	2	Local 21	DHR	A
6318	Construction Inspector	2	Local 21	DHR	A
7355	Truck Driver	18	Local 216	DPW	A
7502	Asphalt Worker	19	Local 261	Port	A
8130	Admin. Asst., D.A.'s Office	1	L21, SFAPP	DHR	A
8302	Deputy Sheriff I	29	Deputy Sheriffs	DHR/ Sheriff	A
8306	Sr. Deputy Sheriff	26	Deputy Sheriffs	DHR/ Sheriff	C
8308	Sheriff's Sergeant	2	Deputy Sheriffs	DHR/ Sheriff	C
9140	Transit Manager I	0	TWU 200	Transp/ Consult	A
9141	Transit Manager II	1	TWU 200	Transp/ Consult	A

CLASS NO.	TITLE	# PROVS as of 9/12	BARG UNIT	RESP	PRIOR-ITY
9163	Transit Operator	0	TWU 250-A	Muni	A
9255	Airport Economic Planner	0	Local 21	SFIA	A
1161	Exec. Asst., Director of Health	0	MEA	DPH	B
1428	Unit Clerk	5	Local 250	DPH	B
1440	Transcriber Typist (SFGH/LHH)	8	Local 790	DPH	B
1468	Water Services Clerk	2	Local 790	PUC	B
1478	Sr. Water Services Clerk	2	Local 790	PUC	B
1480	Prin. Water Services Clerk	1	Local 790	PUC	B
1675	Supervising Fiscal Officer	0	MEA	DPH	B
1688	Chief Auditor	0	MEA	Cont.	B
1801	Supervising Performance Auditor	0	Unrep	Cont.	B
2110	Medical Records Clerk	4	Local 790	DPH	B
2204	Dental Hygienist	0	Local 250	DPH	B
2303	Mental Health Rehab. Worker	0	Unrep	DPH	B
2312	LVN-JMS		Local 250	DPH	B
2312	LVN-SFGH		Local 250	DPH	B
2312	LVN-LHH		Local 250	DPH	B
2314	Public Health Team Leader	0	Unrep	DPH	B
2320	Registered Nurse-SFGH		Local 790	DPH	B
2320	Registered Nurse-RTC		Local 790	DPH	B
2323	CNS-Various Specialties	2	Local 790	DPH	B
2328	Nurse Practitioner-Jail Hlth Svcs	15	Local 790	DPH	B
2529	Asst. Chief, Paramedic Division	1	Unrep	DPH	B
2532	Paramedic	0	Local 790	DPH	B
2551	Mental Health Treatment Spec.	0	Unrep	DPH	B
2560	Rehabilitation Coordinator	0	MEA	DPH	B
2576	Supervising Clinical Psychologist	0	Unrep	DPH	B
2586	Health Worker II-M.H.	14	Local 790	DPH	B
2587	Health Worker III	28	Local 790	DPH	B
2708*	Custodian		Local 790	DHR	B
2821	Dir. Of Health Policy & Planning	0	MEA	DPH	B

CLASS NO.	TITLE	# PROVS as of 9/12	BARG UNIT	RESP	PRIOR-ITY
2904	Social Services Technician	3	Local 535	DSS	B
2907	Eligibility Worker Supv.	1	Local 535	DSS	B
2916	Social Work Spec.	4	Local 535	DSS	B
2946	Eligibility Section Mgr.	1	Local 535	DSS	B
2948	Social Service Sec. Mgr.	2	Local 535	DSS	B
3287	Asst. Recreation Supv.	4	Local 790	DHR	B
3502	Museum Packer & Repairer	2	Local 790	DHR	B
4256	Chief of Assessment Standards	1	MEA	DHR	B
5124	Bureau Manager, DPW	1	MEA	DPW	B
5131	Bureau Chief, DPW	1	MEA	DPW	B
5186	Finance Manager	1	MEA	DPW	B
6141	Mgr., Office of Health & Safety	2	MEA	DPW	B
7110	Mobile Equip. Asst. Supv.	0	Local 3	SFIA	B
7334	Stationary Engineer	42	Local 39	SFIA	B
7470	Watershed Keeper	4	Local 790	PUC	B
8202	Security Guard-DPH Only	20	Local 790	DPH	B
8214	Parking Control Officer	32	Local 790	DHR	B
9202	Airport Communications Disp.	0	Local 790	SFIA	B
9209	Airport Police Svcs. Aide	2	Local 790	SFIA	B
9212	Airfield Safety Officer	4	Local 790	SFIA	B
9220	Airport Operations Supv.	2	Local 790	SFIA	B
1280	Employee Relations Assistant	1	Unrep	DHR	C
1282	Employee Relations Rep.	0	Unrep	DHR	C
1434	Shelter Service Representative	1	Local 856	DHR	B
1435	Shelter Officer Supervisor	0	Local 790	DHR	C
1630	Account Clerk	6	Local 790	DHR	C
2978	Contract Compliance Officer II	1	Unrep	DHR	C
3289	Recreation Supv.	2	Local 790	DHR	C
3291	Prin. Recreation Supv.	2	Local 790	DHR	C
3292	Asst. Superintendent Recreation	0	Local 790	DHR	C
3370	Animal Care Attendant	3	Local 856	DHR	B

CLASS NO.	TITLE	# PROVS as of 9/12	BARG UNIT	RESP	PRIOR-ITY
3372	Animal Control Officer	2	Local 856	DHR	B
3373	Animal Control Supervisor	1	Local 790	DHR	B
3417	Gardener	1	Local 261	DHR	C
3422	Park Section Supervisor	1	Local 261	DHR	C
3426	Urban Forester	1	MEA	DHR	C
3436	Tree Topper Supervisor I	1	Local 261	DHR	C
3630	Librarian I	15	Local 790	DHR	C
3632	Librarian II	25	Local 790	DHR	C
3634	Librarian III	3	Local 790	DHR	C
3638	Chief Librarian	1	Local 790	DHR	C
4119	Performing Arts Center Aide	0	Local 790	DHR	C
4306	Collection Officer	7	Local 790	DHR	C
5212	Principal Engineer	1	MEA	DHR	C
6242	Plumbing Inspector		Local 38	DBI/DHR	C
6248	Electrical Inspector		Local 6	DBI/DHR	C
7120	Bldg. & Grounds Maint. Supt.	1	Local 39	DHR	C
7308	Cable Splicer	9	Local 6	DHR	C
7338	Electrical Line Worker	7	Local 6	DHR	C
7347	Plumber	1	Local 38	DHR	C
7432	Electrical Line Helper	6	Local 6	DHR	C
8142	Public Defender's Investigator	2	Local 790	DHR	C
9722	Specialist in Aging II	1	Local 790	DHR	C
9724	Specialist in Aging III	1	Local 790	DHR	C

Priority Codes:
A - High priority; exams should be completed FY 96/97.
B - Medium priority; exams may not be completed FY 96/97
C - Low priority; exams may not be announced FY 96/97

* Rule of the List Certification
**Rule of 10 Scores Certification

96-7exp5 wpd

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Room 304 Veterans Building, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held n this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sing language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance. contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, telephone (415) 554-4851.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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3/26/97

MEMORANDUM
DHR No. 19-97

BOX 41 M-2 A-1
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Documents Section
100 Larkin Street
San Francisco, CA 94102

Date: March 26, 1997

To: Departmental Personnel Officers
Payroll and Personnel Clerks

From: Andrea R. Gourdine
Human Resources Director

Subject: Informational Sessions and Training on the New Policy on the Use and Duration of Temporary Requisitions

This memo is to inform you of scheduled sessions on the implementation of the new requisition policy, the replacement of requisitions due to expire on June 30, 1997, and the continuation of appointments currently on those requisitions.

Department of Human Resources staff will provide two types of sessions:

1) Informational sessions providing a general overview of the policy and procedures, the criteria for issuing various requisition types, and the process for submittal of replacement requisitions and reassignments. These sessions are intended for those with administrative and managerial responsibilities for requisitions and appointments. (Approximate time: 1 hour)

Dates	Time
Wed., April 9	9:00
Thur., April 10	9:00
Tues., April 15	9:00

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2) Training for personnel clerks and others with direct responsibility for completing requisitions. This will cover the types of requisitions, the specific procedures for preparing the replacement requisitions and reassignments, and the details of the new requisition form. (Approximate time: 1.5 hours)

Dates	Time
Mon., April 7	9:00 or 11:00
Wed., April 9	10:30 or 2:00
Thur., April 10	10:30 or 2:00
Tues., April 15	10:30 or 2:00

All sessions will be held at 44 Gough Street, Room 105. You must call to reserve space at the session(s), seating is limited. Please call Anita Verdugo at 557-4957 for reservations.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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/25/97

MEMORANDUM
DHR No. 20- 97

BOX 41
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Documents Section
100 Larkin Street
San Francisco, CA 94102
Gov't Info Center

Date: March 25, 1997

To:
Department Heads
Departmental Personnel Officers
Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

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From: Geoffrey L. Rothman
Employee Relations Director

Re: **PROVISIONAL BARGAINING UNIT ASSIGNMENT H-1 FIRE RESCUE PARAMEDIC**

The following newly adopted uniform rank classification is hereby provisionally assigned to a new bargaining unit as set forth below:

Classification	Unit Assignment	Representative
H-1 Fire Rescue Paramedic	F 1-A	United Public Employees, Local 790, SEIU

This provisional assignment is made in accordance with the procedures for Bargaining Unit assignments issued by this office on October 12, 1990 and is, therefore, subject to majority approval from the affected employee(s). Final bargaining unit assignment shall be determined by majority approval of the affected employees in this classification. The provisional assignment shall be null and void unless proof of majority approval is submitted to this office prior July 1, 1997. The provisional assignment is made without prejudice to challenge by the affected employee(s) and/and or employee organizations. The provisions of any applicable memorandum of understanding shall not apply as a result of this provisional assignment unless and until the assignment is confirmed.

By copy of this memo, it is requested that departments with employees in the affected classification notify such employee(s) of this assignment and of Employee Relations Ordinance Section 16.210 (b) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7.31, "Procedures for the Utilization of Administrative Law Judges", any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please call 554-4747 to request the required form if you wish to file a protest regarding the provisional unit assignment set forth above.

cc. Albert C. Walker, CSC

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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/25/97

MEMORANDUM
DHR No. 21- 97

Date: March 25, 1997

To: Department Heads
Departmental Personnel Officers
Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - ACCRETIONS**

These newly adopted uniform rank classifications are hereby accreted to the following bargaining units:

Classification	Unit Assignment	Representative
H-43 EMS Section Chief	F - 2	Firefighters, Local 798
H-33 EMS Captain	F - 1	“ ” “
H-3 Firefighter/Paramedic	F - 1	“ ” “

These accretions are made in accordance with the Employee Relations Division's procedure for bargaining unit assignments which requires that classifications be assigned to units based upon a community of interest.

By copy of this memo, it is requested that departments with employees in the affected classifications notify such employee(s) of this assignment and of Employee Relations Ordinance Section 16.210 (b) which reads as follows:

44 Gough Street • San Francisco, CA 94103-1233

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors. the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7.31, "Procedures for the Utilization of Administrative Law Judges", any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco. CA, 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please call 554-4747 to request the required form if you wish to file a protest regarding the accretions set forth above.

cc: Albert C. Walker, CSC

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MODIFICATION AND REISSUANCE

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4/21/97

MEMORANDUM
DHR No. 20- 97

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Date: April 21, 1997

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

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Re: **BARGAINING UNIT ASSIGNMENT - H-1 FIRE RESCUE PARAMEDIC**

This memorandum amends the notice of March 25, 1997. The status of the previous bargaining unit assignment has been modified from provisional to final for the newly adopted uniform rank classification of H-1 Fire Rescue Paramedic. This classification is hereby assigned to a new bargaining unit as set forth below:

Classification	**Unit Assignment**	**Representative**
H-1 Fire Rescue Paramedic	F 1-A	United Public Employees, Local 790, SEIU

By copy of this memo, it is requested that departments post notice of this assignment and of Employee Relations Ordinance Section 16.210 (b) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing

- over -

> and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7.31, "Procedures for the Utilization of Administrative Law Judges", any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please call Ms. Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above.

cc: Albert C. Walker, CSC
Clarice Clarke, CSC
John Madden, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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4/4/97

MEMORANDUM
DHR No. 23-97

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DATE: April 4, 1997

TO: All Appointing Officers
Departmental Personnel Officers

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **POLICIES AND PROCEDURES FOR MAKING PROVISIONAL AND NON-CIVIL SERVICE APPOINTMENTS**

Purpose

The purpose of this memorandum is to reiterate and clarify the policies and procedures for making provisional and non-civil service appointments so that, in the absence of civil service eligibles, departments can fill vacancies lawfully and in a timely manner.

Requests for oral authorization to make provisional and non-civil service appointments can be expedited if the department representative making the requests provides all the necessary information related to the policies and requirements described in this memorandum.

In compliance with the Americans with Disabilities Act, I have also added a requirement that departments consider whether a vacancy can be filled by a qualified individual with a disability seeking reasonable accommodation.

Authority

Civil Service Commission Rule 14 (section 14.5 and section 14.6) provides that a provisional or non-civil service appointment shall be made against a permanent or temporary position when there is no available eligible from a civil service list. The Human Resources Director shall promulgate policies and procedures for making provisional and non-civil service appointments which shall include provisions that appointments be made on the basis of a combination of merit factors, affirmative action, and if promotive, consideration of performance appraisal ratings and seniority.

Policies

1. There is **equal employment opportunity** for individuals to apply and compete for the position;
2. Good faith **affirmative action** efforts are made to promote diversity;

3. Selection is based on merit, affirmative action, and if promotive, consideration of performance appraisal ratings and seniority.

Requirements

In addition to following the policies stated above, a department's request for oral authorization to make a provisional or non-civil service appointment must also comply with these requirements:

- the department used the **appropriate source(s)** to recruit applicants;
- the department reviewed applicants against the **requirements** appropriate for the class;
- the **requisition** for the position is approved, valid, and vacant;
- the selected individual meets the minimum **qualifications,** and special conditions, if any, and is not restricted from employment in this position by action of the Civil Service Commission.

More detailed guidance on these policies and requirements is provided in the enclosed attachment.

Requests for authorization

Requests for oral authorization to make provisional and non-civil service appointments are made by contacting the Department of Human Resources, Equal Employment Opportunity Division. Requests may be made only by persons who are authorized by the department's appointing officer. Requests can be made by telephone (557-4837, or for DPH 557-4832), by fax (557-4803), by e-mail (Cho, Lewanna, or for DPH, Gunselman, Ellen), or in writing (DHR, 44 Gough). To ensure that requests are processed by DHR EEO as quickly as possible, be sure to provide all required information (see attachment).

DHR Staff Assistance

The staff of the Department of Human Resources Equal Employment Opportunity Division is available to assist departmental personnel in implementing these policies and procedures to make provisional and non-civil service appointments. For more information, contact Evelyn Hogan-Jackson, Manager of EEO Programs, at 557-4825.

DHR Operations analysts are available to provide technical assistance to departments by reviewing job bulletins, minimum requirements and interview questions for provisional openings as well as reviewing qualifications of selected candidates. Contact the DHR Operations analyst assigned to your department. Call 557-4923 if you do not know the name of your assigned analyst.

Attachment

DEPARTMENT OF HUMAN RESOURCES

POLICIES AND PROCEDURES FOR MAKING PROVISIONAL AND NON-CIVIL SERVICE APPOINTMENTS

POLICIES

Equal Employment Opportunity Policy: There is equal employment opportunity for individuals to apply and compete for the position.

Affirmative Action Policy: Good faith affirmative action efforts are made to promote diversity in the workforce.

Selection Procedures Policy: Selection shall be based on merit, affirmative action, and if promotive, consideration of performance appraisal ratings and seniority.

PROCEDURES

Source of Applicants to Fill Vacancies

Departments should first exhaust the availability of persons with disabilities seeking reasonable accommodation, eligibles on existing or, if appropriate, recently expired civil service lists (within the last six months), or of applicants for civil service examination in the class. If no hire can be made through these sources, the department may consider outside recruitment. Contact the DHR Operations analyst to determine whether this process can become a regular exam procedure resulting in a permanent appointment.

1. Pending Permanent Appointment

Departments may request oral authorization for the provisional or non-civil service employment of an individual pending the permanent appointment of the person from an eligible list. If a certification is issued and a **selection from the eligible list** is made, but a medical examination or background check is required to complete the validation of permanent appointment, the department may request a provisional or non-civil service appointment for the individual to start work **pending completion of the medical examination or background check**.

2. Qualified Individual with a Disability

The department must consider whether the position could be used to satisfy any pending request for reasonable accommodation under the Americans with Disabilities Act (ADA), or where appropriate, as a temporary return-to-work assignment under the workers compensation program. Contact the DHR ADA Coordinator to find out the availability and qualifications of employees seeking reasonable accommodation or temporary return-to-work assignments.

3. Pending Certification for Permanent Appointment

Departments may request oral authorization for the provisional or non-civil service employment of an individual **pending the certification for permanent appointment** of the person from an eligible list, as a holdover, a transfer, a reinstatement, or a reappointment.

If there are available eligibles on a civil service list for the class, the DHR Certification Unit will review the requisition and list of eligibles and issue a certification to the department.
The department may canvass available eligibles on an active list and request approval of a provisional or non-civil service appointment pending the certification and permanent appointment of an eligible who is ranked high enough on the list to be certified. To obtain the names, addresses, and telephone numbers of available eligibles, send a written request to Norma Gill, Supervisor of the DHR Certification Unit, or call her at 557-4816.

A department may also invite permanent employees in the class to transfer from another department by posting an announcement at DHR and sending copies to departments where employees in this class are employed. The department with the vacancy may request approval of a provisional appointment for the selected transferee **pending** the certification and **permanent transfer** of the employee.

4. Pending Completion of Examination and Eligible List

If there are no persons available for permanent appointment as described above, find out from the DHR Operations Division analyst assigned to the department whether there is a civil service examination in progress for the class.

If an examination for the class has been announced, the department must select for provisional appointment an individual who has filed for and has been determined to be qualified to participate in the examination. If any portion of the examination has been administered, the individual must also have successfully completed that part of the examination. Department officials are to contact the appropriate personnel analyst in the DHR Operations Division or the decentralized testing units for names of **qualified applicants**.

In making a selection from an examination applicant pool, the department must comply with the policies for equal employment opportunity, affirmative action, and selection.

5. No Eligible List, No Exam in Progress

If a civil service list for a class has recently expired (within the last six months) with remaining eligibles, the department may be asked to canvass the **expired list** to make a provisional appointment. Contact the DHR EEO Division to review the expired list for recency, availability of eligibles, and diversity of eligibles to address departmental needs.

If there is no recent civil service list, and no civil service exam in progress for the class, the department must contact the Operations Division to determine whether an **examination** is planned to be held within a reasonable period of time or whether the provisional process can be modified to satisfy the regular civil service examination process.

If the department needs to fill the position and all the above options have been exhausted, the department shall develop and implement a **recruitment and selection** plan to compile a pool of qualified applicants and make a selection based on the policies of equal employment opportunity, affirmative action, merit, performance, and seniority.

The department shall review the department's affirmative action plan and goals, and composition of the current workforce to determine if targeted recruitment efforts to promote diversity in the workforce are needed. The department manager or supervisor shall contact the DHR EEO Division or the departmental affirmative action officer for assistance in identifying diversity targets and recruitment sources.

Oral authorization requests for provisional and non-civil service appointments with as-needed work schedules, or requests to reassign provisional or non-civil service employees to positions with increased hours (e.g. as-needed to full time), will also be reviewed for compliance with the policies and the guidelines described here (e.g. source of applicants, equal employment opportunity, affirmative action, etc.)

Job Bulletin and Recruitment

When no eligibles are available, departments with vacancies for provisional appointments shall prepare job bulletins describing the openings and application process. The job bulletin shall include sufficient **information** for interested individuals to apply or to contact the department.

The bulletin shall include **minimum qualifications** as described in the most recent examination announcement. Contact DHR Support Services at 557-4800 for copies of the most recent examination announcements. If the department believes that the minimum requirements should be different from those enumerated in the previous announcement, contact the DHR Operations Division for approval prior to issuing a job bulletin.

Forward to the DHR Employment Information Center at 44 Gough Street a minimum of twenty-five (25) **copies** of the job bulletin for posting, public viewing, and distribution. In addition, one copy must be forwarded to the DHR EEO Division, one copy to the Mayor's Office, and additional copies to departments and work sites where interested applicants may be located.

The department may also **recruit** through professional or trade organizations, through other jurisdictions, or by placing classified advertisements in general circulation periodicals.

To **target minority groups and women**, departments may also contact and send the job bulletin to community based organizations, educational institutions, employee or other groups that make job referrals of individuals from these groups. The department may also place classified advertisements or public service announcements in print or electronic media or professional journals that focus on targeted minority groups or women. Resources for affirmative action recruitment strategies are available from the department's affirmative action and personnel officers, and the DHR EEO Division.

Unless otherwise approved by the DHR EEO Division, job bulletins shall be **posted** for a minimum of ten (10) business days.

Review and Selection

The department shall review its recruitment results and assess whether additional activities are necessary to improve **diversity in the qualified applicant pool**. The department shall also review the composition of the applicants at each stage of the selection process to ensure that efforts to promote diversity are continued throughout the selection process.

In making a selection for provisional appointment, a department shall apply uniform, **job related standards and procedures**. If the selection procedure includes job interviews, the interviews shall be conducted by a panel (more than one person) whose composition reflects diversity in race and gender. All questions used by the panel shall be directly job related. Contact your personnel analyst in the DHR Operations Division for assistance.

All documents (job bulletins, applications, test questions, rating sheets, comments, etc.) related to the selection shall be retained by the department and made available for DHR review if requested.

Qualifications

The person who is selected for a provisional appointment must be qualified based on the **minimum requirements** of the job bulletin. If, after an oral authorization is approved, it is determined that the person does not possess all the requirements, the OA will be rescinded and the individual will be excluded from civil service examination. If the position also has special conditions, the person selected must also meet the **special conditions**.

The DHR EEO Division staff, in reviewing the request for provisional or non civil service appointment, will also check to determine if the selected individual is restricted from employment by the action of the Civil Service Commission.

Request for Oral Authorization

An oral authorization (OA) is the approval required to make a provisional or non civil service appointment. OA's are appointment numbers issued by the DHR EEO Division.

Requests for OA's must be made by the departmental appointing officer, personnel officer, or an official designee. The DHR EEO Division maintains a list of persons who are authorized to call for OA's.

Department managers and supervisors are not authorized to make offers of employment until an OA has been approved by DHR. Department representatives may incur legal liability for making commitments of employment without prior DHR approval.

A request for oral authorization shall include the following:

- information on the **position**: class, department number, DHR requisition number and subrequisition number, department requisition number, and special conditions, if any,
- information on the **person**: name, social security number, race and gender,
- information on compliance with **policies**: equal employment opportunity, affirmative action; source of applicants, job bulletin, posting and mailing, targeted recruitment, etc.
- information on **selection process**: applicant pool, selection criteria, interviewers, ratings, minimum qualifications,
- the selected individual's **qualifications** and the name and position of the person who reviewed the applications and determined that the selected individual met the minimum requirements;

- information on the **appointment**: work schedule, start work date, duration.

The staff of the DHR EEO Division will review each request to ensure that it complied with the policies and guidelines enumerated in this memorandum. Staff will also check the following:

- the appropriate source of applicants was utilized;
- eligible lists and exams in progress for the class of the requested position;
- the requisition is approved and vacant,
- official Civil Service Commission action restricting future employments of individuals.

EEO staff will also review the selection process and the qualifications of the person selected. DHR EEO may require that the individual's application or resume be forwarded to DHR for review by EEO or Operations staff.

Requests that are complete and that comply with these policies and guidelines are forwarded to the DHR EEO Division manager for approval. Approved provisional appointments must be recorded in the Human Resources Information System to be assigned an OA number. The HRIS-recorded OA number is communicated to the department representative, usually by telephone or by fax.

Departments are reminded that the DHR EEO Division review, approval, and data entry process of provisional and non-civil service appointments takes approximately five business days to complete. Departments are therefore encouraged to submit requests for oral authorizations well in advance of the anticipated start work date and prior to an offer of employment. **The Controller's PPSD will not process pay warrants for appointments that do not have oral authorization numbers.**

Processing Provisional Appointments

The oral authorization (OA) number is to be recorded on DHR appointment processing forms and on the Personnel Action Report (PAR) that is submitted to the Controller's Office.

Authorization for provisional appointments may be made for a maximum duration of 1040 hours, but not to exceed the duration of the requisition. The authorization may be extended by the Human Resources Director for additional periods of time, provided that the personnel requisition remains valid, or the employee is reassigned to another requisition.

Resources

Refer to Civil Service Commission Rule 14, Sections 14.5 and 14.6 for additional provisions governing provisional and non-civl service appointments.

The staff of the DHR EEO Division is available to assist departmental personnel in implementing these policies and procedures to make provisional and non-civil service appointments. For more information, contact Evelyn Hogan-Jackson, Manager of EEO Programs, at 557-4825.

DHR Operations analysts are available to provide technical assistance to departments by reviewing job bulletins, minimum requirements and interview questions for provisional openings as well as reviewing qualifications of selected candidates. Contact the DHR Operations analyst assigned to your department. Call 557-4923 if you do not know the name of your assigned analyst.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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4/11/97
DHR #24-97

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MEMORANDUM
DHR. NO. 24-97

Date: April 11, 1997

To: Department Heads
Departmental Personnel Officers/Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **CONFIRMATION OF BARGAINING UNIT ASSIGNMENT CLASSIFICATION 2551 MENTAL HEALTH TREATMENT SPECIALIST**

Previously this office issued a memorandum regarding the "provisional" bargaining unit assignment of the above referenced classification. The required employee majority approval has been received and reviewed by this office. Consequently, the following bargaining unit assignment has been confirmed and is effective the payroll period which begins April 19, 1997.

Classification	Unit Assignment	Certified Representative
2551 Mental Health Treatment Specialist	8 - T	Intl. Fed. Of Professional & Technical Engineers, Local 21 (EGC:021)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of this assignment.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the accreted classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Clarice Clarke, CSC
John Madden, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System

City and County of San Francisco **Department of Human Resources**

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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4/11/97
HR 25-97

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MEMORANDUM
DHR No. 25 - 97

Date: April 11, 1997

To: Department Heads
Departmental Personnel Officers/Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - REASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following classification is reassigned to an alternate bargaining unit, effective July 1, 1997:

Classification	Unit Assignment	Certified Representative
9360 Construction & Maintenance Supervisor II, Port	1 - R	Operating Engineers, Local 3 (EGC:003)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

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Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit reassignment set forth above. If you have questions regarding this reassignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Clarice Clarke, CSC
John Madden, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System
chron file

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 26-97

DATE: May 2, 1997

TO: Department Heads
Departmental Personnel Officers
Departmental Payroll and Personnel Clerks

FROM: Marsha G. Pam
Andrea R. Gourdine, Director for
Department of Human Resources

SUBJECT: **EXTENSION OF TEMPORARY APPOINTMENTS ON PERMANENT REQUISITIONS**

On March 20, 1997, departments were notified that temporary requisitions and temporary appointments will expire no later than June 30, 1997. Departmental personnel were instructed on the procedures for submitting requisitions to replace the expiring requisitions, and for reassigning employees onto the new requisitions to continue their employment. The purpose of this memorandum is to address the extension of temporary appointments that are currently made to permanent requisitions.

Department heads will receive a report of temporary appointments which are made to permanent requisitions. These appointments are also scheduled to expire no later than June 30, 1997. Please review each appointment and determine whether the appointment is to be continued after June 30, 1997.

1. If the appointment is to be continued, the permanent requisition is valid, and the oral authorization type is not 'F: short term', no action is needed. Department of Human Resources staff will extend the appointments to December 31, 1997.

2. Provisional appointments with OA type F were approved for a very short duration. If any of these appointments are to be extended, contact the DHR/EEO office to explain the need to continue the employment beyond the original expiration date.

3. If the appointment is to be continued, but the requisition is no longer valid, the appointee must be reassigned to a valid requisition.

4. If the appointment is not to be continued, submit a separation report or layoff notice as appropriate based on the type of appointment of the person.

For information or assistance, contact Evelyn Hogan-Jackson at 557-4825 regarding provisional or non civil service appointments or Norma Gill at 557-4816 regarding other temporary appointments.

Enclosure (to department head)

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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/16/97

MEMORANDUM
DHR No. 27-97

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MAY 19 1997
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Date: May 16, 1997

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective May 31, 1997.

Classification	**Unit Assignment**	**Certified Representative**
7259 Water and Power Maintenance Supervisor I	3 - B	United Public Employees, Local 790, SEIU EGC:0790

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of this assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

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Per Civil Service Rule 7, "Procedures for the Utilization of Administrative Law Judges," any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, Veterans Building, 25 Van Ness Avenue, 7rd Floor, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice E. Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please call Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Clarice E. Clarke, CSC
John Madden, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System
chron file

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 28-97

Date: May 15, 1997

To: Department Heads
Departmental Personnel Officers

From: Andrea Gourdine
Human Resources Director

M-2* A-1*
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RE: **Obsolete "A" Classes**

The Department of Human Resources is recommending the following list of "A" classes be removed from the class plan, as our records indicate that these pay rates are no longer used. Please advise Linda Marini at 557-4969 if you wish to retain any of these "A" classes.

Thank you for your cooperation in this matter.

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A003	Grants Reimbursement Spec. II
A004	Archivist
A028	Spec Program Coord.
A049	Bureau Manager, Manag/Effic/Prod
A063	Business Operations Analyst
A098	Financial Officer
A102	Tow & Boot Prog. Supv.
A104	Asst. Supv. Traffic Enforcement
A115	Communications Coord.
A116	Emergency Preparedness Coord.
A122	Multi Service Center Dir.
A365	Dir. Resource Devel. & Implemen.
A518	Park Property Mgr.
A519	Asst. Dir. Convention Facilities
A553	Ex.Asst. to Gen Mgr., Social Serv
A557	Dep. Fiscal Officer - CAO
A565	Hotel Tax Administrator
A566	Asst. Hotel Tax Admin.
A627	Income Maintenance Spec.
A714	Financial Systems Mgr.
A736	Special Project Mgr.
A745	Budget Director
A746	MIS Director
A753	Asst. City Engineer, DPW
A784	Dir. of Planning & Research, DSS
A807	Power Scheduling Tech.
A832	Operations Equip Supv.
A835	Real Property Manager
A888	Financial Specialist III
A891	Capital Resources Mgr.
A893	Mgr., CWP Planning & Control
A898	Contracting Officer I
A900	Contracting Officer III
A902	Contracting Mgr.
A925	Plans Approval Mgr.
A940	Operation Analyst
A942	Sr. Associated Administrator
A943	Clinical Patient Spec.
A982	Vocational Counselor
AA23	Chief, Bur. of Construction Mgmt.
AA24	Bur. Mgr., Env. Regulation & Mgmt.
AA30	Dir., Emergency Servs & Public Safety
AA31	Director of Finance
AA32	Dir of Bus & Econ Devel.
AA42	Permit Clerk I
AA44	Sr. Hearing Officer
AA46	Workers Comp Adj. Trainee
AA48	Ex.Asst., Dir. of Airports
AA51	Dir. of Community Oriented Primary Care
AA53	Mgr., Parking Citation Prog.
AA54	Asst. Mgr., Parking Citation Program
AA65	Asst. Dir., AIDS Office
AA66	Multi-Discipline Inspector
AA67	Records Manager
AA83	Benefits Administrator
AA86	Mgr. Bur of Sys Plan & Reg Compliance, PUC
AA91	Budget Manager
AA95	Human Resources Admin.
AB02	Environ. Svcs. Worker
AB13	Hydrogeologist
AB14	Sr. Hydrogeologist
AB15	Watershed Hydrogeologist

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

DHR No. 29-97

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JUN 16 1997
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Date: June 13, 1997

To: Department Heads
Personnel Officers
Personnel Representatives

From: Andrea R. Gourdine
Human Resources Director

Subject: **Suspension of the "Z" Symbol**

The provision allowing for suspension of the "Z" symbol has been removed from the 1997-98 Interim Annual Salary Ordinance as the language conflicts with existing Memoranda of Understanding (MOUs). As you are aware, MOUs take precedence over existing Charter provisions, ordinances of the Board of Supervisors and departmental policies and practices. This now means that employees in classes designated as "Z"or FLSA exempt will no longer be eligible for cash payment for any time worked in excess of normal schedules. Such employees may still be eligible for compensatory time off, subject to the provisions of the applicable Memorandum of Understanding or ordinance governing the affected classification.

Therefore, effective July 1, 1997, the Department of Human Resources and the Controller will no longer have the authority to approve requests for suspension of the "Z" symbol.

Please advise managers and supervisors who have utilized this provision in the past to consider this change when assigning work to employees in classifications designated by a "Z" symbol.

cc: Ed Harrington, Controller
Mike Martin, Mayor's Office
Darren Lee, City Attorney

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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JUN 23 1997
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MEMORANDUM
DHR No. 30- 97

Date: June 20, 1997

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

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Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective July 1,1997.

Classification	Unit Assignment	Certified Representative
8326 Assistant Director, Boys Ranch School	Management	Municipal Executives' Association (MEA) (EGC:351)
8413 Assistant Chief Probation Officer, Juvenile Probation	Management	Municipal Executives' Association (MEA) (EGC:351)

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

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Per Civil Service Rule 7, "Procedures for the Utilization of Administrative Law Judges," any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, Veterans Building, 25 Van Ness Avenue, 7rd Floor, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice E. Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding the assignments, please call Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignment.

cc: Albert C. Walker, CSC
Clarice E. Clarke, CSC
John Madden, Controller
Sheila Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System
chron file

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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6/20/97

MEMORANDUM

DHR No. 31-97

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DATE: June 20, 1997

TO: Departmental Personnel Officers
Departmental Personal Services Contract Coordinators

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Department of Human Resources Staff Assignments for Personal Services Contracts and Employee Separations**

For information regarding personal services contracts or employee separations, please contact the appropriate staff member listed below:

1) The following departments should contact Gilda Cassanego at 557-4859:

05-Public Defender
06-Sheriff's Office
07-Unified School District
08-Tax Collector
11-Trial Courts
25-Mayor's Office (All Divisions)
35-Public Transportation
36-Parking and Traffic
38-Police
39-Port Commission
41-Public Library
42-Recreation and Park
44-Retirement
46-War Memorial
63-Law Library
65-Rent Arbitration Board
71-Real Estate
75-Telecomm & Info Services
78-Recorder
79-Public Admin/Public Guardian
80-Registrar of Voters
90-Public Works
91-Purchasing

2) The following departments should contact Gerald Redmond at 557-4863:

01-Board of Supervisors
02-Assessor
03-City Attorney
04-District Attorney
09-Controller
12-Juvenile Probation
13-Adult Probation
14-Community College
18-Ethics Commission
19-Building Inspection
26-Commission on Aging
27-Airports Commission
28-Art Commission
29-City Planning
30-Civil Service Commission
31-Fire
33-Human Resources
34-Human Rights Commission
37-Board of Appeals
40-Public Utilities Commission (includes 32,47,40, & 92)
45-Human Services
48-Commission on the Status of Women
60-Academy of Sciences
61-Fine Arts Museum
62-Asian Art Museum
70-City Administrator
72-Agriculture
74-Coroner
76-Animal Care & Control
83,85,86,87-Public Health
93-Convention Facilities

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 32 - 97

Date: June 27,1997

To: Department Heads
Departmental Personnel Officers/Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS**

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In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, and the Service Employees International Union (SEIU), Locals 250, 535 and 790 Memorandum of Understanding, the following new classifications are hereby assigned to bargaining units represented by Local 790 (Section 1.B. Placement of New classifications):

Classification	Unit Assignment	Certified Representative
2105 Patient Services Finance Technician	4 - B	United Public Employees, Local 790, SEIU (EGC: 790)
2106 Medical Staff Services Dept. (MSSD) Specialist	4 - B	" " "
2931 Marriage, Family and Child Counselor (MFCC)	8 - G	" " "
2935 Senior Marriage, Family and Child Counselor (MFCC)	8 - G	" " "

These assignments are effective July 1, 1997. By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest

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> to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding these assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignment.

cc: Albert C. Walker, CSC
Clarice Clarke, CSC
John Madden, Controller
Sheila Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 33 - 97

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Date: June 30, 1997

To: Departmental Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **SPECIAL ASSISTANTS - REPRESENTATION**

As a result of the representation elections conducted by the Civil Service Department, three Special Assistant Bargaining Units voted to be represented by either International Federation of Professional and Technical Engineers, Local 21 or the Municipal Executives' Association (MEA). The results are as follows:

Classification	Bargaining Unit	Certified Representative
1360 Special Assistant I	4 - D	Local 21
1361 " " II	4 - D	Local 21
1362 " " III	4 - D	Local 21
1363 " " IV	4 - D	Local 21
1364 " " V	4 - D	Local 21
1369 Special Assistant X	11 - G	Local 21
1370 " " XI	11 - G	Local 21
1371 " " XII	11 - G	Local 21
1372 Special Assistant XIII	M - SA	MEA
1273 " " XIV	M - SA	MEA
1374 " " XV	M - SA	MEA
1375 " " XVI	M - SA	MEA
1376 " " XVII	M - SA	MEA
1377 " " XVIII	M - SA	MEA

Effective *July 1, 1997* these bargaining units will be covered by the Memoranda of

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Understanding for the employee organizations as indicated above.

There was no majority vote in the election for the fourth Special Assistant Bargaining Unit, 8 - I, so Civil Service will schedule a runoff election to determine the representative for this bargaining unit. Therefore, these classes remain unrepresented until the runoff election. Bargaining Unit 8 - I is composed of four Special Assistant classes, 1365, 1366, 1367 and 1368.

cc: Albert C. Walker, CSC
Clarice E. Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System

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Department of Human Resources

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HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 34 - 97

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Date: June 30,1997

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is ***effective July 1, 1997***.

Classification	**Unit Assignment**	**Certified Representative**
1549 Secretary, Juvenile Probation Commission	A/P	San Francisco Assoc. Of Personnel Professionals (SFAPP), Local 21(EGC:022)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

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Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 35- 97

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Date: June 30, 1997

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1970, and the City's Memorandum of Understanding with the International Federation of Professional and Technical Engineers, Local 21, the following new classifications are hereby assigned to bargaining units represented by Local 21:

Classification	Unit Assignment	Representative
1002 IS Operator	8 - Z	Local 21
1003 IS Operator - Senior	8 - Z	"
1004 IS Operator - Analyst	8 - Z	"
1005 IS Operator - Supervisor	11 - O	"
1011 IS Technician - Assistant	8 - Z	"
1012 IS Technician	8 - Z	"
1013 IS Technician - Senior	8 - Z	"
1014 IS Technician - Supervisor	11 - O	"
1021 IS Administrator I	8 - Y	"
1022 IS Administrator II	8 - Y	"
1023 IS Administrator III	8 - Y	"
1024 IS Administrator - Supervisor	11 - N	"
1031 IS Trainer - Assistant	8 - Y	"
1032 IS Trainer	8 - Y	"
1033 IS Trainer - Senior	8 - Y	"

- continued -

Classification	**Unit Assignment**	**Local 21**
1041 IS Engineer - Assistant	8 - Y	Local 21
1042 IS Engineer	8 - Y	"
1043 IS Engineer - Senior	8 - Y	"
1044 IS Engineer - Principal	8 - Y	"
1051 IS Business Analyst - Assistant	8 - Y	"
1052 IS Business Analyst	8 - Y	"
1053 IS Business Analyst - Senior	8 - Y	"
1054 IS Business Analyst - Principal	8 - Y	"
1061 IS Programmer/Analyst - Assistant	8 - Y	"
1062 IS Programmer/Analyst	8 - Y	"
1063 IS Programer/Analyst - Senior	8 - Y	"
1064 IS Programmer/Analyst - Principal	8 - Y	"
1070 IS Project Director	11 - N	"

These assignments are effective ***July 1, 1997***. By copy of this memo, it is requested that departments with employees in the affected classifications notify such employee(s) of these assignments and of Employee Relations Ordinance Section 16.210 (b) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7.31, "Procedures for the Utilization of Administrative Law Judges", any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the assignments set forth above. If you have questions concerning these assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee

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organization listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignment.

cc: Albert C. Walker, CSC
Clarice E. Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

DHR No. 36-97

Date: July 1, 1997

To:
Department Heads
Personnel Officers
Employee Organization Representatives

From:
Andrea R. Gourdine
Human Resources Director

SUBJECT: **Directory of Divisions, Functions, and Resource Personnel, Department of Human Resources**

Attached is a copy of the Department of Human Resources' Directory of divisions, functions, and resource personnel. The purpose of the directory is to assist you in obtaining information or service from this agency.

The Directory is organized into three areas: Division, Subject, and DHR staff name and phone number.

If you have questions regarding use of the Directory, please call or E-mail Sandra L. Favale, Confidential Secretary, Department of Human Resources at 557-4955.

Attachment

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Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 37-97

Date: July 1, 1997

To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

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From: Andrea R. Gourdine
Human Resources Director

Subject: **Replacement of Temporary Requisitions Due to Expire on June 30, 1997 and Reassignment of Appointments on Such Requisitions**

As of this date departments should have submitted to the Controller's Office, as instructed, replacement requisitions for those temporary and temporary declared permanent requisitions that expire on June 30, 1997. If you have not done so, you are to submit them immediately.

We recognize that there have been delays in the preparation, processing, review and data entry of the replacement requisitions. Therefore, the Deparment of Human Resources will allow the continuation of the current requisitions that have an expiration date of June 30,1997. This temporary extension will be authorized through July 31, 1997. As each approved requisition is entered in HRIS it will cancel the expired requisition it replaces.

Appointments that are on requisitions that expire June 30, 1997 will continue to be honored by PPSD. Employees with appointments that have reached permissible limits should be separated. Employees appointed to requisitions without adequate funding for the new fiscal year should either be reassigned to valid replacement or existing permanent requisitions, or separated.

All appointments to the replacement requisitions will be effective July 1, 1997. Departments are reminded that reassignments on the replacement requisitions must be for employees whose current class and status continue unchanged.

If you have any questions regarding this memorandum please call your DHR Operations analyst immediately. If you do not know who your analyst is, call 557-4923.

Requisitions for Positions in the Information Systems Classification Study:

Departments that have positions and requisitions that are part of the Information Systems Classification Study should carefully follow the instructions in the June 2nd and June 25th memoranda issued by Rob Kellar (see atttached). Questions on the IS classes and requisitions should be directed to Rob Kellar at 557-4927.

ARG/lrl

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

June 25, 1997

MEMORANDUM

To: Departmental Personnel Officers

From: Rob Kellar RK

SUBJECT: USE OF INFORMATION SYSTEMS (IS) CLASSES

This is to inform you of our policy to phase out the use of current IS classes that will be consolidated into the new IS classes represented by Local 21 (see attached list). Requisition requests in these classes will no longer be approved by Operations Division staff, except to avoid the layoff of a permanent employee who has rights to a position in one of these classes. This policy is a result of the Citywide classification study of all positions in IS classes and the implementation date of July 1, 1997 agreed to with Local 21.

For those requisition requests that are in process for the above classes, we will be contacting you to advise you of the new IS class that is appropriate. We will return your requisition in the existing class and you will need to submit a requisition in the new IS class.

For future requests, please review the new IS class specifications before submitting requisitions. If you need assistance in selecting the appropriate class, please contact me at 557-4927 or Lou Garibaldi at 557-4836.

cc: Andrea Gourdine, DHR
Linda Marini, DHR
Mike Martin, Mayor's Office
John Madden, Contoller's Office
IFPTE, Local 21

INFORMATION SYSTEMS CLASSES FOR WHICH REQUISITIONS WILL NO LONGER BE APPROVED

1736	Computer Operator II
1737	Senior Computer Operator
1738	Computer Operations Shift Supervisor
1739	Computer Operations Supervisor II
1741	Computer Operations Supervisor I
1780	Assistant Chief, Computer Operations and Support
1807	Management Information Systems Technician II
1808	Management Information Systems Technician
1811	Management Information Systems Specialist I
1818	Management Information Systems Specialist II
1819	Management Information Systems Specialist III
1821	Management Information Systems Manager
1833	Tape Librarian, EDP
1834	Senior Tape Librarian
1855	Senior Control Clerk, EDP
1856	Assistant Control Supervisor, EDP
1858	Control Supervisor, EDP
1860	Computer Operations Support Supervisor
1861	Systems and Procedures Analyst, Special Project
1862	Systems and Procedures Analyst
1863	Senior Systems and Procedures Analyst, Special Project
1864	Senior Systems and Procedures Analyst
1865	Systems and Procedures Supervisor, Special Project
1866	Systems and Procedures Supervisor
1868	Teleprocessing Technician
1869	Technical Instructional Assistant, Computer Services Manager
1870	Programmer Analyst Trainee
1871	Assistant Systems Programmer
1872	Programmer Analyst
1873	Systems Programmer
1874	Senior Programmer Analyst
1875	Senior Systems Programmer
1876	Data Processing Programming and Systems Supervisor
1877	Supervising Systems Programmer

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

June 25, 1997

MEMORANDUM

To: Departmental Personnel Officers

From: Rob Kellar

SUBJECT: IMPLEMENTATION OF IS STUDY

This is a follow-up to my memorandum of May 1. Since that time the Board of Supervisors has approved the pay rates agreed to by the City and Local 21. Attached (Attachment 1) is a listing of the new IS classes that Local 21 will represent and salary rates effective July1 (inclusive of the general 2% increase for all Local 21 classes). Prior to approval of the new pay rates by the Board, an Arbitrator's award was issued which incorporates the previous Mediated Settlement with Local 21, and added new language (Attachment 2). The award states that the agreement shall be implemented effective 7/1/97.

Pursuant to the agreement, departments are to submit requisitions in the new IS classes for all IS positions, per Attachment 3. There are two groups of positions within this attachment: the positions in the IS Study that have been posted for classification action by the Human Resources Director (HRD); positions created since the conclusion of the IS Study. As you are aware, employees and departments have appealed some of the recommended classification actions of the HRD. Those appeals are still under review and the related classification actions have not been finalized. Until the appeals are resolved, employees are to be appointed in the HRD recommended class. If the appeal is successful, the employee will then be appointed in the requested class. I note that positions indicated in Attachment 4 of my memo of May 1, those positions receiving increases of more than 5%, are still under review by the HRD and are subject to change.

Requisitions should indicate in the "explain vice" section the position control number assigned by me to the position and the name of the incumbent. The start date should be July 1, and will probably require a retroactive request. Additionally, please indicate the department requisition number that is being replaced by this requisition.

Upon approval of the above requisitions, departments are to submit appointment and separation papers. All appointments will be provisional at this time. "Oral Authorizations" should be requested in writing by memo to Dorothy Yee, and use Attachment 3 to reference the DHR requisition number (fill in the column "DHR req#). Also, please fill in the column for SS# if the field is blank.

A few appointments will temporarily continue in current IS classes, including: employees in positions designated as "non-IS that haven't transitioned yet; "unassigned" positions where we

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still need to make a determination; "no PCQ"; and positions allocated to new IS classes not represented by Local 21. Additionally, Item 7 of the Mediated Settlement provides that employees in class 1739 will continue in class 1739. Therefore, do not prepare requisitions in new classes for these employees and prepare replacement requisitions of temporary/DP requisitions where necessary. Attachment 4 indicates the above positions in your department.

In the near future the HRD will determine the applicability of Status Grants. Those employees that are eligible will receive PCS appointments in the new classes. All other employees will need to compete in a civil service examination and be selected from an eligible list in order to receive a PCS appointment. Our intent at this time is to administer Rule of the List examinations. You are reminded to submit replacement requisitions for temporary/DP requisitions that have PCS appointments against them, per my memo of June 2. This will avoid layoffs from PCS appointments in current classes until employees receive PCS appointments in the new IS classes.

A third memo will follow regarding salary step placement and other salary-related issues. If you have any questions, please call me at 557-4927 or Gail Clabby at 557-4886.

Attachment 1

IS STUDY-Salary Schedules for Classes to be represented by Local 21 as of **July 1, 1997**

New Class		SalSch	BiWeekly Rate	Max. Annual Salary
1002	IS Operator-Journey	52.4	$1185B1436	$37,480.00
1003	IS Operator-Senior	55.2	$1355B1642	$42,856.00
1004	IS Operator-Analyst	57.1	$1484B1800	$46,980.00
1005	IS Operator-Supervisor	59.3	$1650B2004	$52,304.00
1011	IS Technician-Assistant	49.9	$1052B1273	$33,225.00
1012	IS Technician-Journey	58.6	$1381B1674	$43,691.00
1013	IS Technician-Senior	58.6	$1596B1936	$50,530.00
1021	IS Administrator I	55.5	$1375B1666	$43,483.00
1022	IS Administrator II	59.5	$1666B2023	$52,800.00
1023	IS Administrator III	63.5	$2023B2459	$64,180.00
1024	IS Administrator-Supervisor	65.0	$2178B2647	$69,087.00
1031	IS Trainer-Assistant	55.5	$1375B1666	$43,483.00
1032	IS Trainer-Journey	59.5	$1666B2023	$52,800.00
1033	IS Trainer-Senior	63.5	$2023B2459	$64,180.00
1041	IS Engineer-Assistant	63.4	$2014B2449	$63,919.00
1042	IS Engineer-Journey	65.5	$2230B2711	$70,757.00
1043	IS Engineer-Senior	67.6	$2472B3005	$78,431.00
1044	IS Engineer-Principal	69.1	$2660B3234	$84,407.00
1051	IS Business Analyst-Assistant	58.0	$1550B1881	$49,094.00
1052	IS Business Analyst	64.0	$1791B2178	$56,846.00
1053	IS Business Analyst-Senior	64.0	$2074B2521	$65,798.00
1054	IS Business Analyst-Principal	67.0	$2401B2918	$76,160.00
1062	IS Programmer Analyst	57.9	$1543B1871	$48,833.00
1063	IS Programmer Analyst-Senior	61.9	$1871B2274	$59,351.00
1064	IS Programmer Analyst-Principal	65.0	$2178B2647	$69,087.00
1070	IS Project Director	68.0	$2521B3064	$79,970.00

newsch4

Attachment 1

IS STUDY

Salary Schedules as of 6/97 for Classes that have not been assigned a bargaining unit

New Class		SalSch	BiWeekly Rate	Max. Annual Salary
1014	IS Technician-Supervisor	60.7	$1765B2145	$55,985.00
1061	IS Programmer Analyst-Assistant	55.9	$1401B1698	$44,318.00

Attachment 2

Arbitrated Award
Implementation of the IT Study /IFPTE Local #21

The attached mediated settlement is hereby adopted as the award of the arbitration panel, except for the following modifications:

1. The provisions of this agreement shall be implemented effective 7/1/97, with all wage rates, including those for both existing classes and new classes, revised for any cost of living adjustments approved for implementation for Local #21 classes for fiscal year 1997/98.

2. Step Placement and new steps -

a. All new classifications shall have five regular salary steps in a 20% salary range. In addition, where required by 'b' below, substeps shall be added at 5% intervals below the previously negotiated minimum salary level. It is understood that these substeps are intended as an interim measure to facilitate transition of current employees into new classifications. Employees placed in such substeps shall progress through the substeps annually until they reach the normal minimum salary step of their respective classification.

b. Employees shall be placed at the regular step in the new classification which is closest to, but not less than the salary of the step to which they are currently assigned in their present classification. Provided however, that if such placement would result in an increase of greater than 10% (15% for employees currently in classes 1734, 1807 and 1808, or classes with an equivalent or lower salary rate), the employee shall be placed in a new salary substep closest to, but not more than 10% (15% in classes 1734, 1807 and 1808, or classes with an equivalent or lower salary rate) above their current salary, in the new classification as described in 'a' above.

3. Attached is the schedule of wage rates for the study positions resulting from this agreement, subject to final action by the Director of Human Resources and Civil Service Commission with regard to the allocation of positions. These rates shall be adjusted in accordance with #1 above.

4. The above provisions shall be subject to paragraph #200 of the IFPTE Local #21 MOU. The parties agree to examine any inequities which may result from the addition of substeps at the time the master MOU is open for negotiation in the next year.

5. This agreement shall apply to all IT classes accreted to Local #21.

For the City	Neutral Member	For the Union
______________/______	______________/______	______________/______
Sam Yockey Date	Walter Kintz Date	Pedro Martinez Date

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DHR No. 38-97

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Date: July 1, 1997

To: Department Heads
Department Personnel Officers
Payroll Personnel

From: Andrea R. Gourdine
Human Resources Director

SUBJECT: **1997-98 Compensation Manual**

Attached are two copies of the Compensation Manual for Fiscal Year 1997-98. Generally, the salary rates are effective July 1, 1997 and December 27, 1997, exceptions are indicated by footnotes 1) and 2). The salary schedule plan has been expanded to reflect 1/4% increments. The implementation of quarter percent salary schedules is a significant change from the past and is a result of recent collective bargaining agreements with SEIU, Locals 250, 535, 790, and IFPTE, Local 21.

We have reformatted the data to make the presentation more user friendly. Your comments and suggestions for continued improvements are welcomed. Please notify Janet Bosnich at 557-4920.

A limited number of copies are available for distribution through the Employee Relations Division. Copies will be allocated according to prior distribution needs. Designated departmental representatives should be instructed to contact Compensation Division representatives, Rose Chew at 557-4912 or Maria Monsor at 557-4925, during the week of July 14 to make arrangements for extra copies of the Compensation Manual.

Attachments

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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/25/97

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MEMORANDUM
DHR No. 40-97

BOX 41
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GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: July 25, 1997

To: Department Heads
Personnel Officers
Personnel Representatives

From: Andrea R. Gourdine
Human Resources Director

Subject: **Suspension of the "Z" Symbol**

The provision allowing for the suspension of the "Z" symbol has been restored in the final 1997-98 Annual Salary Ordinance. Disregard DHR No. 29-97 Memorandum which means that employees in classes designated as "Z" or FLSA exempt will continue to be eligible for cash payment for any time worked in excess of normal schedules in accordance with Section 1.3 of the ASO. Such employees may be eligible for compensatory time off, subject to the provisions of the applicable Memorandum of Understanding or ordinance governing the affected class.

The notable change in this provision from previous fiscal years is that overtime payments will be limited to extraordinary circumstances which cannot be anticipated or provided through normal scheduling and assignment of available personnel. Further, payments will be limited to only those circumstances which are consistently applied to all personnel in a class, regardless of department.

Please advise managers and supervisors who have utilized this provision of the clarification of exceptions that the Director of Human Resources will consider in her discretionary powers to suspend the "Z" symbol.

cc: Ed Harrington, Controller
Steve Agostini, Mayor's Office
Darren Lee, City Attorney

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475
#1
8/1/97

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR No. 41- 97

San Francisco, CA 94102
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San Francisco, CA 94102

Date: August 1, 1997

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To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - ACCRETION**

This newly adopted uniform rank classification is hereby accreted to the following bargaining unit:

Classification	Unit Assignment	Certified Representative
H-53 Emergency Medical Services Chief	F - 3	Municipal Executives' Association (MEA)

This accretion is made in accordance with the Employee Relations Division's procedure for bargaining unit assignments which requires that classifications be assigned to units based upon a community of interest. *This assignment is effective July 1, 1997*.

By copy of this memo, it is requested that departments with employees in the affected classification notify such employee(s) of this assignment and of Employee Relations Ordinance Section 16.210 (b) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved

- continued -

> party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7.31,'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the accretion set forth above. If you have questions regarding this accretion, please contact Janet Rogers at 557-4915.

cc: Albert C. Walker, CSC
Clarice E. Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM
DHR NO. 43-97

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Date: August 20, 1997

To: Department Heads
Departmental Personnel Officers

From: Andrea R. Gourdine
Human Resources Director

Subject: **Inactive Classes**

The classes listed on the attached document are to be abolished as our research indicates that they do not contain budgeted positions or active appointments. Please review the list and advise your staff liaison within Merit System Services (formerly Operations) of any issues which would necessitate that they be retained. If we do not hear from you by September 5, 1997, we will assume you no longer need the classes, and we will formally abolish them.

Thank you for your attention to this matter.

ARG/LM/kh
Attachment
cc: MSS Team Leaders
A. Villagomez, ERD

inacls.doc

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8/6/97

ClsStat :A-ACTIVE

Class	ShTitle	EmpOrg	SalLow	PayT	SalHigh
1113	DEPUTY GEN MANAGER, RETIREMENT SYSTEM...	MEA	$3,199.00	B	$3,888.
1133	ASSISTANT COUNTY CLERK-RECORDER.........	MEA	$1,965.00	B	$2,388.
1461	LEGAL SECRETARY III....................	L21	$1,796.00	B	$2,183.
1580	EXECUTIVE DEPUTY, MAYOR'S OFFICE........		$3,775.00	B	$3,775.
1626	JUNIOR ACCOUNT CLERK....................	L790	$860.00	B	$1,040.
1638	ACCOUNTING MACHINE OPERATOR............	L790	$1,040.00	B	$1,258.
1731	COMPUTER OPERATOR TRAINEE...............		$916.00	B	$916.
1829	OPERATIONS ANALYST......................		$1,407.00	B	$1,706.
1833	TAPE LIBRARIAN, EDP.....................	L790	$914.00	B	$1,107.
1834	SENIOR TAPE LIBRARIAN...................	L790	$959.00	B	$1,161.
1836	MEMBERSHIP REP, HEALTH SERVICE SYSTEM...	L790	$1,562.00	B	$1,895.
1852	CAPITAL PROGRAM MANAGER.................	MEA	$2,621.00	B	$3,187.
1870	PROGRAMMER ANALYST TRAINEE..............	L21	$1,429.00	B	$1,731.
1887	MGR, BUREAU OF CLAIMS & CONTRACTS, PUC..	MEA	$3,346.00	B	$4,067.
1896	DIRECTOR, WELFARE AUDITS................	MEA	$2,332.00	B	$2,835.
1898	EXEC DEPUTY FOR PROGRAM AND FISCAL ADM..	MEA	$3,947.00	B	$3,947.
1914	FILM SERVICE TECHNICIAN.................	L790	$1,070.00	B	$1,295.
2107	MSSD ANALYST		$1,706.00	B	$2,074.
2108	DIRECTOR, MSSD		$2,287.00	B	$2,779.
2124	DIRECTOR OF ADMISSIONS, SF GEN HOSPITAL.	MEA	$1,927.00	B	$2,342.
2212	DIRECTOR, DENTAL DIVISION...............	MEA	$3,234.00	B	$3,931.
2240	RADIOLOGIST.............................	MEA	$3,479.00	B	$4,229.
2250	DIRECTOR OF CLINICAL SERVICES...........	MEA	$3,668.00	B	$4,458.
2290	ZOO VETERINARIAN........................	MEA	$3,362.00	B	$3,362.
2342	HEAD NURSE, SURGERY.....................	L856	$2,424.00	B	$3,125.
2352	ASST DIR OF NURSING, STAFF DEV & RESEAR.	L856	$3,080.00	B	$3,972.
2368	ASSISTANT DIRECTOR OF NURSES, SFGH......	L856	$3,080.00	B	$3,972.
2423	RADIOLOGIC TECHNOLOGIST INTERN..........		$0.00	C	$0.
2425	RADIOLOGIC TECHNOLOGIST I...............	L790	$1,378.00	B	$1,670.
2437	ELECTROENCEPHALOGRAPH TECHNICIAN II.....	L250	$1,503.00	B	$1,823.
2446	SR CLINICAL LABORATORY TECHNOLOGIST.....		$1,800.00	B	$2,188.
2486	PUBLIC HEALTH ASSISTANT TOXICOLOGIST II.	L21	$1,782.00	B	$2,166.
2488	PUBLIC HEALTH ASST TOXICOLOGIST III.....	L21	$2,014.00	B	$2,449.
2490	PUBLIC HEALTH CLINICAL TOXICOLOGIST.....	MEA	$2,274.00	B	$2,764.
2774	SENIOR SEWING TECHNICIAN................	L250	$1,134.00	B	$1,372.
2812	CHIEF DEPUTY REGISTRAR, VITAL STATISTICS	L790	$1,276.00	B	$1,547.
2833	PUBLIC HEALTH NURSING ADMINISTRATOR.....	MEA	$2,977.00	B	$3,839.
2836	DIRECTOR OF PUBLIC HEALTH NURSING.......	MEA	$3,527.00	B	$4,547.
2883	ASSOCIATE DIRECTOR, AIDS PROGRAM........	MEA	$3,346.00	B	$4,067.
2885	DEPUTY DIRECTOR OF ADULT SERVICES. CMHS.	MEA	$3,760.00	B	$4,570.
2892	DEPUTY DIRECTOR FOR INSTITUTIONS. DPH...	MEA	$3,799.00	B	$4,617.
2906	SOCIAL WORKER TRAINEE...................	L535	$1,166.00	B	$1,411.
2911	ELIGIBILITY APPEALS SPECIALIST..........	L535	$1,562.00	B	$1,895.
2931	MARRIAGE, FAMILY AND CHILD COUNSELOR	L790	$1,831.00	B	$2,226.
2935	SR. MARRIAGE, FAMILY & CHILD COUNSELOR	L790	$1,914.00	B	$2,326.
2970	DIRECTOR, ADMIN SERV, DEPT OF SOC SERV..	MEA	$2,496.00	B	$3,035.
2984	DEPUTY DIRECTOR, HUMAN RIGHTS COMM......	MEA	$2,806.00	B	$3,410.
3216	ASSISTANT AQUATICS SUPERVISOR...........	L790	$1,474.00	B	$1,787.
3258	PHOTOGRAPHY DIRECTOR....................	L790	$1,577.00	B	$1,914.
3266	CAMP MANAGER............................	L790	$1,172.00	B	$1,418.
3360	CURATOR OF ZOOLOGICAL EXHIBITS..........	MEA	$1,765.00	B	$2,145.
3402	FARMER..................................	L261	$1,267.00	B	$1,535.
3430	CHIEF NURSERY SPECIALIST................	L261	$1,690.00	B	$2,053.
3432	ASSISTANT DIRECTOR, ARBORETUM...........	L261	$1,690.00	B	$2,053.
3438	TREE TOPPER SUPERVISOR II...............		$1,853.00	B	$2,252.
3528	MUSEUM CONSERVATOR......................	L250A	$1,890.00	B	$2,297.
3588	DEP DIR & CHIEF CURATOR, ASIAN ART MUS..	MEA	$2,660.00	B	$3,234.

ClsStat :A-ACTIVE

Class	ShTitle	EmpOrg	SalLow	PayT
3642	COORDINATOR, ADULT LIBRARY SERVICES.....	MEA	$2.209.00	B
3658	MEDICAL LIBRARIAN.......................	L790	$2.028.00	B
4160	REAL PROPERTY LOAN OFFICER..............	L21	$1,918.00	B
4268	ASSISTANT CHIEF REAL PROPERTY APPRAISER.	L21	$2.221.00	B
5113	ASST DIR OF PLANNING-PLANS AND PROGRAMS.	MEA	$3,108.00	B
5133	ASSOC MGR,BUR OF WATER POLLUTION CONTROL	MEA	$2,752.00	B
5150	ASST DIVISION MANAGER, ALAMEDA DIVISION.	MEA	$2,545.00	B
5165	DEP GEN MGR, OPER & MAINT, WATER DEPT...	MEA	$3.327.00	B
5179	ASST SUPT, BUILDING INSPECTION..........	MEA	$2,806.00	B
5183	DEPUTY SUPT, BUILDING INSPECTION........	MEA	$3,189.00	B
5184	SUPT BLDG INSPECTION, PROPERTY CONSERVA.	MEA	$3.513.00	B
5187	DEP. DIR. OF PUBLIC WORKS FOR PUBLIC SVC	MEA	$3.836.00	B
5233	PRINCIPAL TRAFFIC ENGINEER.............	MEA	$3,108.00	B
6140	HAZARDOUS MATERIALS PERMIT PROG MGR.....	MEA	$2.435.00	B
6144	DIRECTOR OF TOXICS AND SAFETY SERVS.....	MEA	$2,960.00	B
6216	SEWER SAFETY INSPECTOR..................	L21	$1.291.00	B
6236	BOILER INSPECTOR........................	L38	$2.094.00	B
7131	ELEC MAINT AND CONSTRUCTION SUPT........	MEA	$2.632.00	B
7206	ASBESTOS ABATEMENT WORKER III...........		$1.603.00	B
7285	TRANSMISSION LINE WORKER SUPV II........	L6	$2.252.00	B
7288	SIGNAL SYSTEM MAINTENANCE SUPT..........		$2.264.00	B
7304	COMPUTER REPAIR & MAINTENANCE TECH......		$1.450.00	B
7331	APPRENTICE MAINTENANCE MACHINIST........	L1414	$1,060.00	B
7351	HEAD MEAT CUTTER........................		$1.368.00	B
7363	POWERHOUSE ELECTRICIAN..................	L6	$1.791.00	B
7385	SENIOR TYPEWRITER REPAIRER..............	L790	$1,418.00	B
7451	SENIOR SHADE AND DRAPERY WORKER.........		$1.255.00	B
7473	WIRE ROPE CABLE MAINT MECH TRAINEE......	L39	$1.526.00	B
8112	ASSISTANT COURT CLERK..................	L790	$1,600.00	B
8115	ASSISTANT SUPERVISING COURT CLERK.......		$1.682.00	B
8168	MEDICAL CLAIMS ASSISTANT SUPERVISOR.....	L790	$1.460.00	B
8223	HOUSING AUTHORITY POLICE SERGEANT.......		$1.765.00	B
8224	HOUSING AUTHORITY POLICE LIEUTENANT.....	MEA	$2.166.00	B
8246	DIRECTOR, EMERGENCY SERVICES...........	MEA	$2.252.00	B
8420	REHABILITATION SERVICES COORDINATOR.....	L790	$1,787.00	B
8444	DEPUTY PROBATION OFFICER	PBROF	$1.329.00	B
8450	CRIMINAL JUSTICE SPECIALIST I...........	L790	$1.488.00	B
8454	CRIMINAL JUSTICE SPECIALIST III.........	L790	$2.215.00	B
8464	ASST SECRETARY, COUNTY PAROLE COMM......		$1.463.00	B
9148	DIR OF COMMUNITY AFFAIRS, MUNI RAILWAY..	MEA	$2.700.00	B
9158	ASSISTANT CLAIMS AGENT..................	L200	$2.507.00	B
9185	DEPUTY GEN MGR. EQUIPMENT MAINT MUNI RWY	MEA	$3.346.00	B
9186	GENERAL MANAGER, MUNICIPAL RAILWAY......	MEA	$4.044.00	B
9188	TRANSIT EQUIPMENT ENGINEER, MUNI RAILWAY	MEA	$2.711.00	B
9191	DEPUTY GEN MANAGER, OPERATIONS, MUNI RWY	MEA	$3.346.00	B
9195	LIGHT RAIL VEHICLE EQUIPMENT ENGINEER...	L21	$2.377.00	B
9208	DIRECTOR AIRPORT PROPERTY MANAGEMENT....	MEA	$3,246.00	B
9213	SENIOR AIRFIELD SAFETY OFFICER..........	L790	$1,761.00	B
9217	DEPUTY CHIEF, BUREAU OF AIRPORT POLICE..	MEA	$2.752.00	B
9355	WHARFINGER I............................	L790	$1,313.00	B
9359	ASSISTANT SUPERINTENDENT, HARBOR MAINT..	MEA	$2,472.00	B
9361	MANAGER, TENANT FACILITY MAINT..........	L790	$2,527.00	B
9364	SUPERINTENDENT, HARBOR MAINT AND REPAIR.	MEA	$2,596.00	B
9366	ENGINEERING AIDE, PORT..................		$1,414.00	B
9377	FEASIBILITY ANALYST, PORT...............	L21	$1,936.00	B
9390	EXECUTIVE ASSISTANT TO THE PORT DIRECTOR	MEA	$2,274.00	B
9391	PUBLIC RELATIONS REP, PORT OF SF........	MEA	$1,765.00	B
9396	MANAGER, LEASING & TENANT SERVICES......	MEA	$2,496.00	B
9971	COMMUNITY WORKER........................	L790	$1,060.00	B
A039	ASSOCIATE SAFETY OFFICER................		$2,188.00	B
A777	DIRECTOR OF PUBLIC INFORMATION, DPH.....		$2,230.00	B
A895	INSTRUMENTATION & CONTROL APPRENTICE....		$1,706.00	B
A956	SENIOR LEGAL PROCESS CLERK..............		$1,141.00	B
AA58	NOISE MONITORING TECHNICIAN.............		$1,603.00	B
AA59	EXEC ASST TO THE DIR OF HUMAN RESOURCES.		$1,871.00	B
AA60	CONF SEC TO THE DIR OF HUMAN RESOURCES..		$1,407.00	B

ClsStat :A-ACTIVE

Class	ShTitle	EmpOrg	SalLow	PayT	SalHig
AA62	HEALTH SERVICES ADMINISTRATOR...........		$2,737.00	B	$3,327.
AA82	HEALTH CARE ANALYST		$2,221.00	B	$2,700.
AB30	SUPERVISING NUTRITIONIST		$1,975.00	B	$2.401.
AB38	CRANE & ELEVATOR TECHNICIAN		$2,135.00	B	$2.596.
I120	SENIOR ORDERLY..........................		$1,203.00	B	$1,457.

ClsStat :C-COURT PLAN

Class	ShTitle	EmpOrg	SalLow	PayT	SalHig
0223	COURT FISCAL OFFICER, MUNICIPAL COURT...		$6,029.00	M	$6,711.
0621	COURT COMMISSIONER, SUPERIOR COURT......		$3,021.00	B	$3.497.
0641	ASSISTANT DIRECTOR, FCS.................		$2,309.00	B	$2.672.
0688	INTERN..................................		$480.00	B	$597.

ClsStat :D-SCHOOL PLAN

Class	ShTitle	EmpOrg	SalLow	PayT	SalHig
1350	SPECIAL ASSISTANT TO THE BD OF EDUC.....	L790		B	
1459	LEGISLATIVE SECRETARY, BD OF EDUCATION..	L790		B	
1489	TECH INSTRUCT ASST,BUSINESS LEARN CTR...			B	
1514	CONFID SECRETARY OF SUPT OF SCHOOLS.....			B	
1832	BUSINESS MANAGER, CITY COLLEGE..........	MEA		B	
1928	SCHOOL SUPPLIES ANALYST.................	L790		B	
1933	SCHOOL WAREHOUSE ASSISTANT SUPERVISOR...	L790		B	
2632	COOK-MANAGER, ELEMENTARY SCHOOL.........	L790		B	
2979	STUDENT ASSIGNMENT MANAGER, BD OF EDUC..			B	
3474	SCHOOL GROUNDS SUPERVISOR...............	L790		B	
3593	INSTRUCTIONAL AIDE I....................			B	
3594	INSTRUCTIONAL AIDE II...................			B	
3619	LIBRARY MANAGER, ALICE STATLER LIBRARY..			B	
5106	ASST TO DIR OF BUILDINGS AND GROUNDS. SF	MEA		B	
5269	SCHOOL ARCHITECTURAL COORDINATOR........	L21	$2,287.00	B	$2,779
5279	SCHOOL FACILITIES NEEDS ANALYST.........	L790		B	
7209	SCHOOL HEATING AND VENTILATION SUPV.....	L39	$2,648.00	B	$2.648

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

SF
H75
#1
8/29/97

MEMORANDUM
DHR No. 45 - 97

BOX 41 M-2* A-1*
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: August 29, 1997

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

DOCUMENTS DEPT.
SEP 03 1997
SAN FRANCISCO
PUBLIC LIBRARY

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is ***effective September 6, 1997***.

Classification	**Unit Assignment**	**Certified Representative**
1518 Confidential Secretary To Assessor	A/P	San Francisco Assoc. Of Personnel Professionals (SFAPP), Local 21(EGC:022)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

- over -

Per Civil Service Rule 7, ‘Procedures for the Utilization of Administrative Law Judges’, any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Fred Howell, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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/5/97

BOX 41 M-2* A-1*
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MEMORANDUM
DHR No. 46 - 97

Date: September 5, 1997

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

DOCUMENTS DEPT.
SEP 08 1997
SAN FRANCISCO
PUBLIC LIBRARY

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is ***effective September 6, 1997***.

Classification	Unit Assignment	Certified Representative
1239 Payroll Director (Controllers)	M	Municipal Executives' Assoc. (MEA) ECG:351

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

- over -

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In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Fred Howell, Health Service System
chron file

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City and County of San Francisco **Department of Human Resources**

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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/12/97

MEMORANDUM
DHR No. 47 - 97

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San Francisco, CA 94102

DOCUMENTS DEPT.
SEP 15 1997
SAN FRANCISCO
PUBLIC LIBRARY

Date: September 12, 1997

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is ***effective September 13, 1997***.

Classification	**Unit Assignment**	**Certified Representative**	
1238 Assistant Payroll Director	M	Municipal Executives' Assoc.(MEA)	ECG:351

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

- over -

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Fred Howell, Health Service System
chron file

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City & County of San Francisco
Department of Human Resources
Telephone Directory - September 1997

Abela, Cathy	557-4860
Abels, Ellen	557-4951
Aglubat, Lyn	557-4929
Barnett, John	557-4938
Beltran, Maria	557-4894
Berry, Devin	557-4843
Benoza, Rebecca	557-4960
Biderman, Barry	557-4882
Blomberg, Susan	557-4884
Borja, Ana	557-4811
Bosnich, Janet	557-4920
Casey, Mike	557-4981
Cassanego, Gilda	557-4859
Castellanos, Silvia	557-4855
Chan, Stephanie	557-4818
Chau, Agnes	557-4896
Chew, Rose	557-4912
Chin, Cheryl	557-4879
Cho, Lewanna	557-4837
Choy, Gloria	557-4824
Clabby, Gail	557-4886
Collantes, Carmen	557-4841
Cosico, Linda	557-4821
Cruz, Jesusa	557-4967
Davis, Ted	557-4814
DeLara, Winston	557-4820
Desta, Hadas	557-4887
Dino, Cora	557-4865
Dinneen, Leo	557-4895
Dix, B.J.	557-4845
Duncan, Patricia	557-4854
Favale, Sandra	557-4955
Figone, John	557-4940
Fukuda, Janice	557-4840
Gaines, Collie	557-4952
Garcia, Diana	557-4838
Garcia, Luis	557-4909
Garibaldi, Lou	557-4836
Godfrey, Anne	557-4944
Gourdine, Andrea	557-4902
Gunselman, Ellen	557-4832
Hamada, Cynthia	557-4932
Heard, Karen	557-4923
Heurlin, Candace	557-4846
Hom, Mathew	557-4881
Johnson, Dave	557-4965
Johnson, Michael	557-4871
Johnson, Nina	557-4874
Jue, Eric	557-4850
Kellar, Robert	557-4927
Kessler, Jerry	557-4883
King, Noreen	557-4851
Kinghorne, Samuel	557-4873
Kogure, Kristin	557-4857
Lebron, Jose	557-4856
Lee, Linda	557-4924
Lei, Paul	557-4946
Leong, Esther	557-4842
Lew, Seu	557-4823
Luhman, Kathy	557-4843
Marini, Linda	557-4969
Martin, Sheldon	557-4817
Martinez, Gloria	557-4852
Mason, Jeanette	557-4829
McAllister, Joan	557-4933
Mischak-Lyons, Stephanie	557-4877
Monsor, Maria	557-4925
Nguyen, Hoang	557-4909
Nulph, Vernon	557-4849
Orais, Myrna	557-4826
Ortega, Leonardo	557-4958
Pereira, Seby	557-4918
Phung, Cuong	557-4909
Racelis, Josie	557-4822
Rambo, Vicki	557-4928
Ramirez, Marsha	557-4815
Ramos, Maria	557-4831
Redmond, Gerald	557-4863
Reed-Reppen, Pamela	557-4862
Rogers, Janet	557-4915
Rothman, Geoff	557-4911
Sanchelli, Robert	557-4947
Sayrafi, Patricia	557-4848
Schiff, Paula	557-4922
Small, Barbara	557-4945
Stoddard, Doug	557-4966
Stokes, Peter	557-4956
Street, Eric	557-4876
Sumida, Sue	557-4827
Sumner, William	557-4867
Susoeff, Lynn	557-4976
Taylor, Karen	557-4872
Thomas, Bette	557-4937
Trinh, Binh	557-4819
VanDyke, Carole	557-4869
Verdugo, Anita	557-4957
Villagomez, Alice	557-4921
Walton, Margaret	557-4876
Wong, Alan	557-4963
Wong, Ray	557-4833
Wu, Susan	557-4866
Yee, Dorothy	557-4982
Young, Benson	557-4959
*FAX-CERT	557-4834
*FAX-DIR	557-4835
*FAX-EEO	557-4803
*FAX-ERD	557-4919
*FAX-FIRE	557-4961
*FAX-IS	557-4996
*FAX-OPS (1st Fl.)	557-4910
*FAX-OPS (2nd Fl.)	557-4870
*FAX-OPS (3rd Fl.)	557-4926
*FRONT COUNTER	557-4891
*GENERAL INFO.	557-4800
*IS HOTLINE	557-4807
*IS TRNG. RM.	557-4901
*JOB HOTLINE	557-4888
*MULTI-PURPOSE RM.	557-4864
*TDD-44 GOUGH	775-9498

HEALTH SERVICE SYSTEM/1145 MARKET STREET - 2ND FLOOR

Arcega, Venancio	554-1712
Bautista, Felix	554-1718
Bolts, Lydia	554-1718
Calonsag, Virginia,	554-1718
Candelaria, Antoinette	554-1729
Christenbury, Amber	554-1718
Crandell, Michael	554-1704
Delacalzada, Rosita	554-1718
DeoCampo, Estrella	554-1718
Erfe, Edna	554-1708
Fairley, Vadia	554-1718
Feniquito, Priscilla	554-1718
Gee, Florence	554-1714
Godfrey, Joe	554-1814
Grossi, Maria	554-1747
Grundy, Rosanna	554-1748
Gutierrez, Juana	554-1718
Hayashida-Fong, Aileen	554-1744
Irwin, Bill	554-1703
Khoo, Sheila	554-1749
Lacanlale, Angie	554-1730
Leadbeater, Rob	554-1723
Lee, Iris	554-1718
Lee, Lain Lain	554-1718
Leong, Maisy	554-1717
Lim, Dorothy	554-1718
Lockwood, Sandra	554-1709
Lok, Wendy	554-1720
McGuire, Deborah	554-1719
Medios, Lourdes	554-1718
Mendoza, Willie	554-1705
Mullan, Diane	554-1711
Pacheco, Celedonica	554-1718
Palarca, Mila	554-1737
Per, Annabelle	554-1743
Ramirez, Miriam	554-1710
Robertson, Scott	554-1728
Rodriguez-Corns, Susann	554-1746
Smith, Beaulah	554-1740
Tusch, John	554-1701
Velasco, Jose	554-1718
Vuong, Connie	554-1718
Wong, Wendy	554-1706
Wright, Cynthia	554-1727
ADMINISTRATION	554-1737
CLAIMS	554-1725
CLAIMS FAX	554-1721
FRONT COUNTER	554-1715
INFORMATION	554-1700
MEMBERSHIP FAX	554-1735
MEMBERSHIP	554-1750
TDD	554-3145

WORKERS' COMPENSATION/1145 MARKET STREET 2ND AND 7TH FLOORS

Arca, Maria	554-1754
Ayers, Carol	554-1780
Bernstein, Linda	554-1761
Castillo, Luisa	554-1762
Cervantes, Mark	554-1768
Chan, Charles	554-1766
Chan, Shi-Hwa	554-1781
Chau, Khanh	554-1765
Coral, Letty	554-1763
Cortez, Lorena	554-1785
Daniel, Terrence	554-1779
Devens, Nonie	554-1789
Du, Cindy Yee	554-1767
Escobar, Silvia	554-1752
Feng, Benjamin	554-1755
Fernandes, Penny	554-1764
Fong, Carmen	554-1793
Graham, Robert	554-1753
Hernandez, Sharon	554-1774
Hickman, Vann	554-1785
Howell, Frederic	554-1778
Kelsey, Ron	554-1756
Liang, May	554-1787
Low, Alice	554-1796
Martinez, Maria	554-1792
Matawaran, Archie	554-1786
Melendez, Marjorie	554-1758
Morgan, Carl	554-1772
Narlock, Brian	554-1773
Nelson, Lynne	554-1771
Organo, Lennie	554-1757
Perez, Lupe	554-1798
Phung, Cuong	554-1781
Recinos, Sylvia	554-1793
Robinson, Anthony	554-1784
Romero, Carlos	554-1781
Samples, Linda	554-1751
Solemnidad, Vivian	554-1759
Southern, Don	554-1775
Sue, Stanley	554-1760
Tellez, Sylvia	554-3215
Vergas, Maryellen	554-1791
Villanueva, Charlie	554-1769
Walsh, William	554-1794
White, Chandler	554-1795
FAX - SECOND FLOOR	554-3110
FAX - SEVENTH FLOOR	554-1797
SWITCHBOARD	554-1777
TDD	554-1790

FREQUENTLY CALLED NUMBERS/FAX NUMBERS

Name	Phone#/FAX#	Dept.
Albuquerque, Debbie	750-3673/750-3623	Fine Arts
Alfaro, Nancy	554-4363/554-4179	Recorder
Auyang, Roderick	206-5033/206-5383	DPH/SFGH
Ballete, Minda	554-6403/554-4672	Treasurer
Bernabei, Laura	553-1689/553-1717	Adult Probation
Blanding, Dolores	759-3388/759-3365	DPH/LHH
Brown, Michael	206-5470/206-4580	DPH/SFGH
Buchbinder, Diana	554-1670/554-1690	PUC
Bunch, Carl	876-8044/876-8829	Airport
Centeno, Rafael	876-2187/876-2170	Airport
Christenson, Sharon	863-4965/553-9850	Public Defender
Clarke, Clarice	252-3258/252-3260	CSC
Clayton, Vicki	554-4290/554-4248	City Attorney
Connors, Ray	558-3451/929-1058	Fire
Courtright, Ann	554-7579/554-7466	Controller
dela Cruz, Danilo	554-4471/554-7121	Tax Collector
Delucchi, Anthony	554-9875/552-9216	Real Estate
Dufty, Bevan	554-6110/554-6474	Mayor
Favetti, Kate	206-8626/206-4580	DPH/SFGH
Friedman, Carl	554-9411/554-9424	Animal Care
Gamble, Harold	558-3258/929-1058	Fire
Gazzano, Edward	554-2580/554-2855	DPH/CO
Gee, Kin	554-2585/554-2855	DPH
Gonzalez, Julie	553-1805/553-1067	Police
Grubb, Joe	252-4648/252-4699	Rent Arbitration
Hawley, Herb	553-1798/553-1650	Coroner
Hernandez, Mercy	753-7563/753-7557	Juvenile
Henriquez, Lizzette	252-3262/252-3260	CSC
Herndon, Alice	274-0493/274-0583	Port
Holmes, Sandra	558-7862/558-7866	PPSD
Holtzman, Jon	554-4262/554-4248	City Attorney
Horan, James	554-6010/554-6025	DPW
Hotline - DPH	206-5317	SFGH
Hotline - PUC	554-1669	PUC
Ilnicki, James	876-2187/876-2170	Airport
Ishida, David	864-6051/864-3991	Comm.on Aging
Johnson, Martha	351-3470/351-3485	PTD
Kuwamoto, Gail	557-5571/557-5061	DHS
LeBeaux, Valerie	554-9827/554-9834	Parking & Traffic
LeBlanc, Cynthia	241-6105/241-6147	SFUSD
Lubamersky, Joan	554-4859/554-4849	CAO
Lyle, Patricia	558-6408/558-6426	Planning
Mallegni, Kathy	274-0421/274-0583	Port
Marquez, John	558-6148/558-6207	Building Insp
Mayor's Budget	554-6138/554-6158	Mayor
McCabe, Michele	554-1195/554-1166	Public Admin
Melara, Sonia	252-2570/282-2575	COSW
Minasian, Ara	554-6215/554-6717	Purchasing
Modena, Michele	554-4289/554-4248	City Attorney
Monroe, Cindy	831-2733/666-7050	Rec/Park
Moreno, Manuel	487-2246/241-2335	SFCCD
Mould, Lt. Alan	553-9152/553-9833	Police
Murray, Kathleen	557-4585/557-4583	SFPL
Newirth, Richard	252-2592/252-2595	Art Comm
Pacarar, Pamela	252-3251/252-3260	CSC
Parker, Rhonda	252-3252/252-3260	CSC
Parker, John	597-7711/597-7733	OCC
Pechenik, Valerie	379-8863/379-8887	Asian Art
Price, David	557-4234/557-4583	SFPL
Pun, Jackie	554-1584/552-7880	Retirement
Rames, Patricia	553-1344/553-1310	Police
Ridenour, Greg	621-6600/621-5091	War Memorial
Sam, Carol	759-3388/759-3365	LHH
Sanchez, Anita	252-3254/252-3260	CSC
Serata, Teressa	553-1895/553-1737	District Attorney
Starr, Clara	241-2249/241-2335	SFCCD
Stump, Molly	554-4227/554-4248	City Attorney
Stuart, Yvette	206-5021/206-5383	DPH/SFGH
Taylor, John	554-5184/554-5163	Bd of Supvrs
Thomas, Walter	554-7225/554-7050	Sheriff
Treanor, David	252-2525/431-5764	Human Rights
Vida, Ginny	554-9510/703-0121	Ethics
Valdez, Cat	554-4228/554-4248	City Attorney
Walker, Al	252-3250/252-3260	CSC
Welch, William	553-1551/553-1554	Police
Whitlow, Tommie	554-5551/554-7151	Assessor
Wong, Germaine	554-4379/554-7344	Elections
Woo, Nancy	351-3481/351-3485	PTD

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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0/3/97

MEMORANDUM
DHR No. 48-97

San Francisco, CA 94102
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100 Larkin Street
San Francisco, CA 94102

DATE: October 3, 1997

TO: Department Heads
Departmental Personnel Officers
Departmental ADA Coordinators

FROM: Andrea R. Gourdine
Human Resources Director

DOCUMENTS DEPT.
OCT 06 1997
SAN FRANCISCO
PUBLIC LIBRARY

SUBJECT: Implementation of ADA Procedures

On August 8, 1997, the City Attorney's Office and the Department of Human Resources conducted an orientation on the City's ADA procedures for reasonable accommodation of persons with disabilities.

The purpose of this memorandum is to remind each department that when an employee makes a request for an accommodation or for a disability transfer, the department must review the request and implement the ADA procedures at the department level. If, after the department has completed its process and cannot make an accommodation for an ADA qualified employee, the department shall refer the employee to the Department of Human Resources to be considered for opportunities to positions in another class or another department.

The Department of Human Resources will review the efforts taken by the department to accommodate the employee and may recommend further actions by the department before transfer or appointment to a different class and/or department is considered.

For assistance in making reasonable accommodation under the ADA, or for further information on disability transfers, contact Dorothy Yee at 557-4982 or Silvia Castellanos at 557-4855 in the Department of Human Resources Equal Employment Opportunity Division.

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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/17/97

MEMORANDUM

DHR No. 49-97

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Date: October 17, 1997

To: Department Heads
Departmental Personnel Officers
Payroll/Personnel Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Janet Bosnich-Seijas, Manager
Compensation Division, Employee Relations Division

Bosnich Seijas

SUBJECT: **REVISED REQUEST FOR APPROVAL OF ADDITIONAL EMPLOYMENT FORM - 1-72a**

Effective immediately, please use the attached form and discard any previous versions of this form you may have in your department. Feel free to photocopy additional forms when needed.

If you have any questions concerning additional employment or the completion of this form, please call Maria Monsor at 557-4925.

Attachments

City and County of San Francisco **Department of Human Resources**

Request for Approval of Additional Employment

Complete all sections of this form. Obtain the signature of the person or agency for whom you will be working in Section 3. Obtain the approval of your appointing officer in Section 4; and forward the completed form to the Department of Human Resources, 44 Gough Street, 3rd Floor, Compensation Division, S.F., CA 94103.

Section 1. Employee Information

New ☐ **Renewal** ☐

Social Security # ____________________

Name ____________________ Department ____________________

Address ____________________ Class No. & Title ____________________

City__________ State ______ Zip Code______ Bi-weekly Salary __________ Net Pay ________

Section 2. Proposed Additional Employment

Additional employment is limited to a maximum of twenty (20) hours per week or when combined with other civil service employment, a total of eleven (11) hours in any one day; approval is given for a maximum of six (6) months per request.

Additional employment requested from: (Dates) ____________________ to ____________________

Name of Employer: ____________________

Type of Organization: ____________________

Brief Statement of duties to be performed: ____________________

Work Schedule: Hours per day - From ____________________ to ____________________

Number of days per week: ____________________

Amount of salary, fee or other compensation to be received: ____________________

Note: Additional employment is governed by Charter Section C8.105 and Commission Rule 18; copies of which are available in department personnel offices. A copy of this form will be returned to you and to your appointing officer.

* * * * *

I understand that any additional employment except in accordance with Rule 18 will be deemed insubordination subject to disciplinary action as provided in Sections 8.341 and 8.342 of the Charter.

Employee's Signature ____________________ Date ____________________

Section 3. Statement of Employer

Complete Section A for non-City and County employments; OR complete Section B if the secondary employer is the S.F. Unified School District, S.F. Community College District, or an agency of the City and County of San Francisco.

A. I know that the applicant is regularly employed in the City service, and I am employing him/her subject to compliance with Civil Service Commission Rule 18 which governs the holding of more than one salaried position.

Signature ____________________ Title-Firm Name ____________________ Date __________

B. I know that the applicant is currently regularly employed in the City service and that employment with my department is additional employment subject to the requirements of Civil Service Commission Rule 18 and Charter Section 8.105. (If the additional employment is subject to FLSA overtime requirements, notice will be sent to you after review by the General manager, Personnel.

Signature ____________________ Title-Firm Name ____________________ Date __________

Section 4. Approval of Appointing Officer

I do not believe that this additional employment is incompatible with this employee's civil service duties and responsibilities.

Signature ____________________ Title-Dept. Name ____________________ Date__________

DHR 1-72a (Rev. 10/97)

RULE 18 - CONFLICT OF INTEREST

Section 18.1 CHARTER RESTRICTION

No officer or employee of the City shall engage in any activity, employment, business, professional work or enterprise which is inconsistent, incompatible, or in conflict with official or assigned duties, or with the duties, functions and responsibilities of the employee or officer's appointing power, or the department, office or agency by which employed. Rules and regulations to effectuate the purposes and intent of the Charter may provide restrictions against activities, employment, and enterprise when such restrictions are found necessary for the preservation of the honor or efficiency of the City civil service, or for the protection of the best interests of the City service in any respect. (Section 8.105 of the Charter.)

Section 18.2 ADDITIONAL PART-TIME EMPLOYMENT

18.2.1 Except with the approval of the Human Resources Director as herein provided, no person holding a full-time position under permanent or temporary civil service appointment (other than officers and members of the Fire and Police Departments who are subject to the rules of their respective Commission), shall engage in any employment, position or service (hereinafter for purposes of this section referred to collectively as "employment") in or out of the service of the City in which the employee is required to perform any duties for another employer or appointing officer, and for which the employee is to receive compensation in any form, including salary, wage, fee, commission or emolument.

18.2.2 Officers or employees who offer their services as independent contractors are not required to obtain approval of the Human Resources Director under Section 18.2 of this Rule but are governed by the provisions of Section 18.3. An independent contractor is one who is rendering services for another and is not under the control and direction of the other but is in the pursuit of an independent calling. For purposes of this Rule, the determination of an individual's status as an independent contractor is based upon a review of the person's income from the secondary activity, i.e., if deductions are made for Worker's Compensation, Social Security or Unemployment Insurance, then the person is not considered to be an independent contractor.

18.2.3 Approval of the Human Resources Director in accordance with the provisions of this Rule shall be requested on a form provided by the Department of Human Resources. Such form shall include the following:

1. Approval of the appointing officer;
2. A statement reporting the nature of the other part-time employment;
3. The usual place of such other employment and the work schedule and number of hours of service required of the employee per day and per week;
4. The signature of the official or person for whom or under whom the employment is to be performed, and a statement by such person that it is understood that the employee is regularly employed in the City service on a full-time basis; and
5. A statement that approval, if granted, shall not be for more than six months, and if extension is desired, a new request form must be submitted.

18.2.4 Requests to engage in additional employment under the provisions of this Rule will not be approved by the Human Resources Director unless compliance with following condition:

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2. That the employment will not be in a field where substantial unemployment exists.
3. That reason exists such as economic need or other special reason for the employee to engage in such employment.
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5. That the performance of such employment will not be contrary tot the interests of the City service generally and will not lead to situations which would reflect discredit on the City service.
6. That such employment will not require more than 20 hours per week, not more than three hours in any day, or involve any duty whatsoever of the employee during the employee's regular city work schedule. An exception to the limitation of three hours of employment on any day may be made by the Human Resources Director when the additional employment is for the purpose of accepting relief assignments in any emergency service of the City government or when the Human Resources Director deems that other compelling reasons exist for the approval of an exception to the three hour limitation.
7. that the employment will not be in a hazardous occupation that would involve a substantial risk of injury to the employee. The Human Resources Director will determine whether such employment is unduly hazardous and will be guided in making a determination by the Manual of Rules, Classifications and Basic Rates for Workers' Compensation Insurance as published by the California Inspection Rating Bureau.

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18.3.4 No officer or employee shall be involved through secondary parties in the engagement of any activity or enterprise which the employee is prohibited from engaging in directly, not in that connection shall the employee lend, convey or authorize the use of any information or resources under the employee's control.

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Violation of this Rule shall be deemed insubordination, subject to disciplinary action as provided in Sections 8.341 and 8.342 of the Charter.

Section 18.5 HUMAN RESOURCES DIRECTOR TO ACT ON REQUESTS

18.5 The Human Resources Director, is authorized to consider and act on requests for approval of part-time employment or activity in addition to full-time civil service employment in accordance with the provisions and requirements of this Rule and subject to the appeal provisions as provided elsewhere in these Rules.

City and County of San Francisco **Department of Human Resources**

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Name ________________ Department ______________________

Address ______________________ Class No. & Title ______________________

City ____________ State ______ Zip Code ______ Bi-weekly Salary ____________ Net Pay ________

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Additional employment requested from: (Dates) ______________________ to ______________________

Name of Employer: ______________________

Type of Organization: ______________________

Brief Statement of duties to be performed: ______________________

Work Schedule: Hours per day - From ______________________ to ______________________

Number of days per week: ______________________

Amount of salary, fee or other compensation to be received: ______________________

Note: Additional employment is governed by Charter Section C8.105 and Commission Rule 18; copies of which are available in department personnel offices. A copy of this form will be returned to you and to your appointing officer.

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I understand that any additional employment except in accordance with Rule 18 will be deemed insubordination subject to disciplinary action as provided in Sections 8.341 and 8.342 of the Charter.

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A. I know that the applicant is regularly employed in the City service, and I am employing him/her subject to compliance with Civil Service Commission Rule 18 which governs the holding of more than one salaried position.

Signature ______________________ Title-Firm Name ______________________ Date ____________

B. I know that the applicant is currently regularly employed in the City service and that employment with my department is additional employment subject to the requirements of Civil Service Commission Rule 18 and Charter Section 8.105. (If the additional employment is subject to FLSA overtime requirements, notice will be sent to you after review by the General manager, Personnel.

Signature ______________________ Title-Firm Name ______________________ Date ____________

Section 4. Approval of Appointing Officer

I do not believe that this additional employment is incompatible with this employee's civil service duties and responsibilities.

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DHR 1-72a (Rev. 10/97)

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City and County of San Francisco **Department of Human Resources**

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DHR 1-72a (Rev. 10/97)

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DHR 1-72a (Rev. 10/97)

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4. The signature of the official or person for whom or under whom the employment is to be performed, and a statement by such person that it is understood that the employee is regularly employed in the City service on a full-time basis; and
5. A statement that approval, if granted, shall not be for more than six months, and if extension is desired, a new request form must be submitted.

18.2.4 Requests to engage in additional employment under the provisions of this Rule will not be approved by the Human Resources Director unless compliance with following condition:

1. That the employment will not impair the efficiency or interfere in any way with the full and proper performance of the employee's regular civil service employment.
2. That the employment will not be in a field where substantial unemployment exists.
3. That reason exists such as economic need or other special reason for the employee to engage in such employment.
4. That the performance of such employment is in no way inconsistent, incompatible or in conflict with assigned civil service duties or responsibilities of the employee's department or appointing officer.
5. That the performance of such employment will not be contrary tot the interests of the City service generally and will not lead to situations which would reflect discredit on the City service.
6. That such employment will not require more than 20 hours per week, not more than three hours in any day, or involve any duty whatsoever of the employee during the employee's regular city work schedule. An exception to the limitation of three hours of employment on any day may be made by the Human Resources Director when the additional employment is for the purpose of accepting relief assignments in any emergency service of the City government or when the Human Resources Director deems that other compelling reasons exist for the approval of an exception to the three hour limitation.
7. that the employment will not be in a hazardous occupation that would involve a substantial risk of injury to the employee. The Human Resources Director will determine whether such employment is unduly hazardous and will be guided in making a determination by the Manual of Rules, Classifications and Basic Rates for Workers' Compensation Insurance as published by the California Inspection Rating Bureau.

Section 18.3 ACTIVITIES OTHER THAN EMPLOYMENT, WHERE INCOME, PROFIT, OR OTHER GAIN IS OR MAY BE ACCRUED

18.3.1 No officer or employee shall participate in any activity or enterprise where income, profit or other gain is or may be accrued, which could reflect on the honor or efficiency of the City service, or be contrary to the best interest of the City service in any respect.

18.3.2 Appointing officers shall report to the Commission those activities or enterprises which, in accordance with the provisions of this section, should be prohibited to specific classifications or positions or departmental units under their jurisdiction.

18.3.3 The Commission shall calendar such report of the appointing officer for hearing and shall give notice of such hearing to parties of interest. If the report, or any part of the report, of the appointing officer is approved by the Commission, the appointing officer shall make such information concerning the approval by the Commission known to each employee affected, and the engagement in any such activity or enterprise shall thereafter be prohibited.

18.3.4 No officer or employee shall be involved through secondary parties in the engagement of any activity or enterprise which the employee is prohibited from engaging in directly, not in that connection shall the employee lend, convey or authorize the use of any information or resources under the employee's control.

Section 18.4 PENALTIES

Violation of this Rule shall be deemed insubordination, subject to disciplinary action as provided in Sections 8.341 and 8.342 of the Charter.

Section 18.5 HUMAN RESOURCES DIRECTOR TO ACT ON REQUESTS

18.5 The Human Resources Director, is authorized to consider and act on requests for approval of part-time employment or activity in addition to full-time civil service employment in accordance with the provisions and requirements of this Rule and subject to the appeal provisions as provided elsewhere in these Rules.

City and County of San Francisco **Department of Human Resources**

Request for Approval of Additional Employment

Complete all sections of this form. Obtain the signature of the person or agency for whom you will be working in Section 3. Obtain the approval of your appointing officer in Section 4; and forward the completed form to the Department of Human Resources, 44 Gough Street, 3rd Floor, Compensation Division, S.F., CA 94103.

Section 1. Employee Information New ☐ Renewal ☐

Social Security # ______________________________

Name ____________________ Department ______________________________

Address ____________________________________ Class No. & Title ____________________________

City_________________ State ______ Zip Code______ Bi-weekly Salary ____________ Net Pay _________

Section 2. Proposed Additional Employment

Additional employment is limited to a maximum of twenty (20) hours per week or when combined with other civil service employment, a total of eleven (11) hours in any one day; approval is given for a maximum of six (6) months per request.

Additional employment requested from: (Dates) ____________________________ to ______________________________

Name of Employer: ____

Type of Organization: ____

Brief Statement of duties to be performed: ____

Work Schedule: Hours per day - From ________________________ to ___________________

Number of days per week: ______________________________

Amount of salary, fee or other compensation to be received: ____________________________________

Note: Additional employment is governed by Charter Section C8.105 and Commission Rule 18; copies of which are available in department personnel offices. A copy of this form will be returned to you and to your appointing officer.

* * * * *

I understand that any additional employment except in accordance with Rule 18 will be deemed insubordination subject to disciplinary action as provided in Sections 8.341 and 8.342 of the Charter.

Employee's Signature __________________________ Date ______________________________

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Complete Section A for non-City and County employments; OR complete Section B if the secondary employer is the S.F. Unified School District, S.F. Community College District, or an agency of the City and County of San Francisco.

A. I know that the applicant is regularly employed in the City service, and I am employing him/her subject to compliance with Civil Service Commission Rule 18 which governs the holding of more than one salaried position.

Signature ____________________________ Title-Firm Name ____________________________ Date __________

B. I know that the applicant is currently regularly employed in the City service and that employment with my department is additional employment subject to the requirements of Civil Service Commission Rule 18 and Charter Section 8.105. (If the additional employment is subject to FLSA overtime requirements, notice will be sent to you after review by the General manager, Personnel.

Signature ____________________________ Title-Firm Name ____________________________ Date __________

Section 4. Approval of Appointing Officer

I do not believe that this additional employment is incompatible with this employee's civil service duties and responsibilities.

Signature __________________________ Title-Dept. Name ______________________________ Date__________

DHR 1-72a (Rev. 10/97)

RULE 18 - CONFLICT OF INTEREST

Section 18.1 CHARTER RESTRICTION

No officer or employee of the City shall engage in any activity, employment, business, professional work or enterprise which is inconsistent, incompatible, or in conflict with official or assigned duties, or with the duties, functions and responsibilities of the employee or officer's appointing power, or the department, office or agency by which employed. Rules and regulations to effectuate the purposes and intent of the Charter may provide restrictions against activities, employment, and enterprise when such restrictions are found necessary for the preservation of the honor or efficiency of the City civil service, or for the protection of the best interests of the City service in any respect. (Section 8.105 of the Charter.)

Section 18.2 ADDITIONAL PART-TIME EMPLOYMENT

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18.2.2 Officers or employees who offer their services as independent contractors are not required to obtain approval of the Human Resources Director under Section 18.2 of this Rule but are governed by the provisions of Section 18.3. An independent contractor is one who is rendering services for another and is not under the control and direction of the other but is in the pursuit of an independent calling. For purposes of this Rule, the determination of an individual's status as an independent contractor is based upon a review of the person's income from the secondary activity, i.e., if deductions are made for Worker's Compensation, Social Security or Unemployment Insurance, then the person is not considered to be an independent contractor.

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Section 18.5 HUMAN RESOURCES DIRECTOR TO ACT ON REQUESTS

18.5 The Human Resources Director, is authorized to consider and act on requests for approval of part-time employment or activity in addition to full-time civil service employment in accordance with the provisions and requirements of this Rule and subject to the appeal provisions as provided elsewhere in these Rules.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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/17/97

**Corrected and
Reissued 10/24/97**

MEMORANDUM

DHR No. 49-97

BOX 41
M-2* A-1*
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: October 17, 1997

To: Department Heads
Departmental Personnel Officers
Payroll/Personnel Representatives

Through: Andrea R. Gourdine
Human Resources Director
Gourdine

From: Janet Bosnich-Seijas, Manager
Compensation Division, Employee Relations Division
Bosnich Seijas

SUBJECT: **REVISED REQUEST FOR APPROVAL OF ADDITIONAL EMPLOYMENT FORM - 1-72a**

Effective immediately, please use the attached form and discard any previous versions of this form you may have in your department. Feel free to photocopy additional forms when needed.

If you have any questions concerning additional employment or the completion of this form, please call Maria Monsor at 557-4925.

Attachments

DOCUMENTS DEPT.
OCT 28 1997
SAN FRANCISCO
PUBLIC LIBRARY

City and County of San Francisco **Department of Human Resources**

Request for Approval of Additional Employment

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Section 1. Employee Information

New ☐ **Renewal** ☐

Social Security # ______________________________

Name _____________________ Department ______________________________

Address ______________________________________ Class No. & Title __________________________

City__________________State ______Zip Code______ Bi-weekly Salary ____________Net Pay ________

Section 2. Proposed Additional Employment

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Additional employment requested from: (Dates) ____________________________ to ________________________________

Name of Employer: ____

Type of Organization: ____

Brief Statement of duties to be performed: ____

Work Schedule: Hours per day - From ________________________ to ___________________

Number of days per week: _______________________________

Amount of salary, fee or other compensation to be received: ___________________________________

Note: Additional employment is governed by Charter Section C8.105 and Civil Service Commission Rule 18; copies of which are available in department personnel offices. A copy of this form will be returned to you and to your appointing officer.

* * * * *

I understand that any additional employment except in accordance with Rule 18 will be deemed insubordination subject to disciplinary action as provided in Sections A8.341 and A8.342 of the Charter.

Employee's Signature __________________________ Date ____________________________________

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Signature _____________________________ Title-Firm Name ____________________________ Date __________

B. I know that the applicant is currently regularly employed in the City service and that employment with my department is additional employment subject to the requirements of Civil Service Commission Rule 18 and Charter Section C8.105. (If the additional employment is subject to FLSA overtime requirements, notice will be sent to you after review by the Human Resources Director).

Signature _____________________________ Title-Firm Name ____________________________ Date __________

Section 4. Approval of Appointing Officer

I do not believe that this additional employment is incompatible with this employee's civil service duties and responsibilities.

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DHR 1-72a (Rev. 10/24/97)

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City and County of San Francisco **Department of Human Resources**

Request for Approval of Additional Employment

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Section 1. Employee Information

New ☐ **Renewal** ☐

Social Security # ____________________

Name ____________________ Department ____________________

Address ____________________ Class No. & Title ____________________

City__________ State ______ Zip Code______ Bi-weekly Salary __________ Net Pay ________

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Name of Employer: ____________________

Type of Organization: ____________________

Brief Statement of duties to be performed: ____________________

Work Schedule: Hours per day - From ____________________ to ____________________

Number of days per week: ____________________

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Signature ____________________ Title-Firm Name ____________________ Date __________

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DHR 1-72a (Rev. 10/24/97)

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New ☐ **Renewal** ☐

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A. I know that the applicant is regularly employed in the City service, and I am employing him/her subject to compliance with Civil Service Commission Rule 18 which governs the holding of more than one salaried position.

Signature ____________________ Title-Firm Name ____________________ Date __________

B. I know that the applicant is currently regularly employed in the City service and that employment with my department is additional employment subject to the requirements of Civil Service Commission Rule 18 and Charter Section C8.105. (If the additional employment is subject to FLSA overtime requirements, notice will be sent to you after review by the Human Resources Director).

Signature ____________________ Title-Firm Name ____________________ Date __________

Section 4. Approval of Appointing Officer

I do not believe that this additional employment is incompatible with this employee's civil service duties and responsibilities.

Signature ____________________ Title-Dept. Name ____________________ Date __________

DHR 1-72a (Rev. 10/24/97)

RULE 18 - CONFLICT OF INTEREST

Section 18.1 CHARTER RESTRICTION

No officer or employee of the City shall engage in any activity, employment, business, professional work or enterprise which is inconsistent, incompatible, or in conflict with official or assigned duties, or with the duties, functions and responsibilities of the employee or officer's appointing power, or the department, office or agency by which employed. Rules and regulations to effectuate the purposes and intent of the Charter may provide restrictions against activities, employment, and enterprise when such restrictions are found necessary for the preservation of the honor or efficiency of the City civil service, or for the protection of the best interests of the City service in any respect. (Section C8.105 of the Charter.)

Section 18.2 ADDITIONAL PART-TIME EMPLOYMENT

18.2.1 Except with the approval of the Human Resources Director as herein provided, no person holding a full-time position under permanent or temporary civil service appointment (other than officers and members of the Fire and Police Departments who are subject to the rules of their respective Commission), shall engage in any employment, position or service (hereinafter for purposes of this section referred to collectively as "employment") in or out of the service of the City in which the employee is required to perform any duties for another employer or appointing officer, and for which the employee is to receive compensation in any form, including salary, wage, fee, commission or emolument.

18.2.2 Officers or employees who offer their services as independent contractors are not required to obtain approval of the Human Resources Director under Section 18.2 of this Rule but are governed by the provisions of Section 18.3. An independent contractor is one who is rendering services for another and is not under the control and direction of the other but is in the pursuit of an independent calling. For purposes of this Rule, the determination of an individual's status as an independent contractor is based upon a review of the person's income from the secondary activity, i.e., if deductions are made for Worker's Compensation, Social Security or Unemployment Insurance, then the person is not considered to be an independent contractor.

18.2.3 Approval of the Human Resources Director in accordance with the provisions of this Rule shall be requested on a form provided by the Department of Human Resources. Such form shall include the following:

1. Approval of the appointing officer;
2. A statement reporting the nature of the other part-time employment;
3. The usual place of such other employment and the work schedule and number of hours of service required of the employee per day and per week;
4. The signature of the official or person for whom or under whom the employment is to be performed, and a statement by such person that it is understood that the employee is regularly employed in the City service on a full-time basis; and
5. A statement that approval, if granted, shall not be for more than six months, and if extension is desired, a new request form must be submitted.

18.2.4 Requests to engage in additional employment under the provisions of this Rule will not be approved by the Human Resources Director unless compliance with following condition:

1. That the employment will not impair the efficiency or interfere in any way with the full and proper performance of the employee's regular civil service employment.
2. That the employment will not be in a field where substantial unemployment exists.
3. That reason exists such as economic need or other special reason for the employee to engage in such employment.
4. That the performance of such employment is in no way inconsistent, incompatible or in conflict with assigned civil service duties or responsibilities of the employee's department or appointing officer.
5. That the performance of such employment will not be contrary to the interests of the City service generally and will not lead to situations which would reflect discredit on the City service.
6. That such employment will not require more than 20 hours per week, not more than three hours in any day, or involve any duty whatsoever of the employee during the employee's regular city work schedule. An exception to the limitation of three hours of employment on any day may be made by the Human Resources Director when the additional employment is for the purpose of accepting relief assignments in any emergency service of the City government or when the Human Resources Director deems that other compelling reasons exist for the approval of an exception to the three hour limitation.
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Section 18.4 PENALTIES

Violation of this Rule shall be deemed insubordination, subject to disciplinary action as provided in Sections A8.341 and A8.342 of the Charter.

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18.5 The Human Resources Director, is authorized to consider and act on requests for approval of part-time employment or activity in addition to full-time civil service employment in accordance with the provisions and requirements of this Rule and subject to the appeal provisions as provided elsewhere in these Rules.

City and County of San Francisco **Department of Human Resources**

Request for Approval of Additional Employment

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Section 1. Employee Information

New ☐ **Renewal** ☐

Social Security # ______________________

Name ________________ Department ______________________

Address ______________________ Class No. & Title ______________________

City ____________ State ______ Zip Code ______ Bi-weekly Salary __________ Net Pay ________

Section 2. Proposed Additional Employment

Additional employment is limited to a maximum of twenty (20) hours per week or when combined with other civil service employment, a total of eleven (11) hours in any one day; approval is given for a maximum of six (6) months per request.

Additional employment requested from: (Dates) ______________________ to ______________________

Name of Employer: ______________________

Type of Organization: ______________________

Brief Statement of duties to be performed: ______________________

Work Schedule: Hours per day - From ______________ to ______________

Number of days per week: ______________

Amount of salary, fee or other compensation to be received: ______________

Note: Additional employment is governed by Charter Section C8.105 and Civil Service Commission Rule 18; copies of which are available in department personnel offices. A copy of this form will be returned to you and to your appointing officer.

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I understand that any additional employment except in accordance with Rule 18 will be deemed insubordination subject to disciplinary action as provided in Sections A8.341 and A8.342 of the Charter.

Employee's Signature ______________________ Date ______________________

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Signature ______________________ Title-Firm Name ______________________ Date __________

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Signature ______________________ Title-Firm Name ______________________ Date __________

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DHR 1-72a (Rev. 10/24/97)

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City and County of San Francisco **Department of Human Resources**

Request for Approval of Additional Employment

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New ☐ **Renewal** ☐

Social Security # ____________________

Name ____________________ Department ____________________

Address ____________________ Class No. & Title ____________________

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City and County of San Francisco **Department of Human Resources**

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New ☐ **Renewal** ☐

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City and County of San Francisco **Department of Human Resources**

Request for Approval of Additional Employment

Complete all sections of this form. Obtain the signature of the person or agency for whom you will be working in Section 3. Obtain the approval of your appointing officer in Section 4; and forward the completed form to the Department of Human Resources, 44 Gough Street, 3rd Floor, Compensation Division, S.F., CA 94103.

Section 1. Employee Information

New ☐ **Renewal** ☐

Social Security # ______________________

Name ______________ Department ______________________

Address ______________________ Class No. & Title ______________________

City ______________ State ______ Zip Code ______ Bi-weekly Salary ______________ Net Pay ________

Section 2. Proposed Additional Employment

Additional employment is limited to a maximum of twenty (20) hours per week or when combined with other civil service employment, a total of eleven (11) hours in any one day; approval is given for a maximum of six (6) months per request.

Additional employment requested from: (Dates) ______________________ to ______________________

Name of Employer: ______________________

Type of Organization: ______________________

Brief Statement of duties to be performed: ______________________

Work Schedule: Hours per day - From ______________ to ______________

Number of days per week: ______________

Amount of salary, fee or other compensation to be received: ______________________

Note: Additional employment is governed by Charter Section C8.105 and Civil Service Commission Rule 18; copies of which are available in department personnel offices. A copy of this form will be returned to you and to your appointing officer.

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I understand that any additional employment except in accordance with Rule 18 will be deemed insubordination subject to disciplinary action as provided in Sections A8.341 and A8.342 of the Charter.

Employee's Signature ______________________ Date ______________________

Section 3. Statement of Employer

Complete Section A for non-City and County employments; OR complete Section B if the secondary employer is the S.F. Unified School District, S.F. Community College District, or an agency of the City and County of San Francisco.

A. I know that the applicant is regularly employed in the City service, and I am employing him/her subject to compliance with Civil Service Commission Rule 18 which governs the holding of more than one salaried position.

Signature ______________________ Title-Firm Name ______________________ Date ____________

B. I know that the applicant is currently regularly employed in the City service and that employment with my department is additional employment subject to the requirements of Civil Service Commission Rule 18 and Charter Section C8.105. (If the additional employment is subject to FLSA overtime requirements, notice will be sent to you after review by the Human Resources Director).

Signature ______________________ Title-Firm Name ______________________ Date ____________

Section 4. Approval of Appointing Officer

I do not believe that this additional employment is incompatible with this employee's civil service duties and responsibilities.

Signature ______________________ Title-Dept. Name ______________________ Date ____________

DHR 1-72a (Rev. 10/24/97)

RULE 18 - CONFLICT OF INTEREST

Section 18.1 CHARTER RESTRICTION

No officer or employee of the City shall engage in any activity, employment, business, professional work or enterprise which is inconsistent, incompatible, or in conflict with official or assigned duties, or with the duties, functions and responsibilities of the employee or officer's appointing power, or the department, office or agency by which employed. Rules and regulations to effectuate the purposes and intent of the Charter may provide restrictions against activities, employment, and enterprise when such restrictions are found necessary for the preservation of the honor or efficiency of the City civil service, or for the protection of the best interests of the City service in any respect. (Section C8.105 of the Charter.)

Section 18.2 ADDITIONAL PART-TIME EMPLOYMENT

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18.2.2 Officers or employees who offer their services as independent contractors are not required to obtain approval of the Human Resources Director under Section 18.2 of this Rule but are governed by the provisions of Section 18.3. An independent contractor is one who is rendering services for another and is not under the control and direction of the other but is in the pursuit of an independent calling. For purposes of this Rule, the determination of an individual's status as an independent contractor is based upon a review of the person's income from the secondary activity, i.e., if deductions are made for Worker's Compensation, Social Security or Unemployment Insurance, then the person is not considered to be an independent contractor.

18.2.3 Approval of the Human Resources Director in accordance with the provisions of this Rule shall be requested on a form provided by the Department of Human Resources. Such form shall include the following:

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3. The usual place of such other employment and the work schedule and number of hours of service required of the employee per day and per week;
4. The signature of the official or person for whom or under whom the employment is to be performed, and a statement by such person that it is understood that the employee is regularly employed in the City service on a full-time basis; and
5. A statement that approval, if granted, shall not be for more than six months, and if extension is desired, a new request form must be submitted.

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5. That the performance of such employment will not be contrary to the interests of the City service generally and will not lead to situations which would reflect discredit on the City service.
6. That such employment will not require more than 20 hours per week, not more than three hours in any day, or involve any duty whatsoever of the employee during the employee's regular city work schedule. An exception to the limitation of three hours of employment on any day may be made by the Human Resources Director when the additional employment is for the purpose of accepting relief assignments in any emergency service of the City government or when the Human Resources Director deems that other compelling reasons exist for the approval of an exception to the three hour limitation.
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Section 18.5 HUMAN RESOURCES DIRECTOR TO ACT ON REQUESTS

18.5 The Human Resources Director, is authorized to consider and act on requests for approval of part-time employment or activity in addition to full-time civil service employment in accordance with the provisions and requirements of this Rule and subject to the appeal provisions as provided elsewhere in these Rules.

City and County of San Francisco **Department of Human Resources**

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New ☐ **Renewal** ☐

Social Security # ______________________

Name ________________ Department ______________________

Address ______________________ Class No. & Title ______________________

City ____________ State ______ Zip Code ______ Bi-weekly Salary __________ Net Pay ________

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Signature ______________________ Title-Firm Name ______________________ Date __________

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Signature ______________________ Title-Firm Name ______________________ Date __________

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DHR 1-72a (Rev. 10/24/97)

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New ☐ **Renewal** ☐

Social Security # ______________________

Name ________________ Department ______________________

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Signature ______________________ Title-Firm Name ______________________ Date __________

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DHR 1-72a (Rev. 10/24/97)

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6. That such employment will not require more than 20 hours per week, not more than three hours in any day, or involve any duty whatsoever of the employee during the employee's regular city work schedule. An exception to the limitation of three hours of employment on any day may be made by the Human Resources Director when the additional employment is for the purpose of accepting relief assignments in any emergency service of the City government or when the Human Resources Director deems that other compelling reasons exist for the approval of an exception to the three hour limitation.
7. That the employment will not be in a hazardous occupation that would involve a substantial risk of injury to the employee The Human Resources Director will determine whether such employment is unduly hazardous and will be guided in making a determination by the Manual of Rules, Classifications and Basic Rates for Workers' Compensation Insurance as published by the California Inspection Rating Bureau.

Section 18.3 ACTIVITIES OTHER THAN EMPLOYMENT, WHERE INCOME, PROFIT, OR OTHER GAIN IS OR MAY BE ACCRUED

18.3.1 No officer or employee shall participate in any activity or enterprise where income, profit or other gain is or may be accrued, which could reflect on the honor or efficiency of the City service, or be contrary to the best interest of the City service in any respect.

18.3.2 Appointing officers shall report to the Commission those activities or enterprises which, in accordance with the provisions of this section, should be prohibited to specific classifications or positions or departmental units under their jurisdiction.

18.3.3 The Commission shall calendar such report of the appointing officer for hearing and shall give notice of such hearing to parties of interest. If the report, or any part of the report, of the appointing officer is approved by the Commission, the appointing officer shall make such information concerning the approval by the Commission known to each employee affected, and the engagement in any such activity or enterprise shall thereafter be prohibited.

18.3.4 No officer or employee shall be involved through secondary parties in the engagement of any activity or enterprise which the employee is prohibited from engaging in directly, not in that connection shall the employee lend, convey or authorize the use of any information or resources under the employee's control.

Section 18.4 PENALTIES

Violation of this Rule shall be deemed insubordination, subject to disciplinary action as provided in Sections A8.341 and A8.342 of the Charter.

Section 18.5 HUMAN RESOURCES DIRECTOR TO ACT ON REQUESTS

18.5 The Human Resources Director, is authorized to consider and act on requests for approval of part-time employment or activity in addition to full-time civil service employment in accordance with the provisions and requirements of this Rule and subject to the appeal provisions as provided elsewhere in these Rules.

City and County of San Francisco **Department of Human Resources**

Request for Approval of Additional Employment

Complete all sections of this form. Obtain the signature of the person or agency for whom you will be working in Section 3. Obtain the approval of your appointing officer in Section 4; and forward the completed form to the Department of Human Resources, 44 Gough Street, 3rd Floor, Compensation Division, S.F., CA 94103.

Section 1. Employee Information

New ☐ **Renewal** ☐

Social Security # ______________________

Name ________________ Department ______________________

Address ____________________________ Class No. & Title ____________________

City ______________ State ________ Zip Code ______ Bi-weekly Salary __________ Net Pay ________

Section 2. Proposed Additional Employment

Additional employment is limited to a maximum of twenty (20) hours per week or when combined with other civil service employment, a total of eleven (11) hours in any one day; approval is given for a maximum of six (6) months per request.

Additional employment requested from: (Dates) ______________________ to ______________________

Name of Employer: ____

Type of Organization: ____

Brief Statement of duties to be performed: ____

Work Schedule: Hours per day - From ____________________ to ______________

Number of days per week: ________________________

Amount of salary, fee or other compensation to be received: ____________________________

Note: Additional employment is governed by Charter Section C8.105 and Civil Service Commission Rule 18; copies of which are available in department personnel offices. A copy of this form will be returned to you and to your appointing officer.

* * * * *

I understand that any additional employment except in accordance with Rule 18 will be deemed insubordination subject to disciplinary action as provided in Sections A8.341 and A8.342 of the Charter.

Employee's Signature ____________________ Date ______________________

Section 3. Statement of Employer

Complete Section A for non-City and County employments; OR complete Section B if the secondary employer is the S.F. Unified School District, S.F. Community College District, or an agency of the City and County of San Francisco.

A. I know that the applicant is regularly employed in the City service, and I am employing him/her subject to compliance with Civil Service Commission Rule 18 which governs the holding of more than one salaried position.

Signature ______________________ Title-Firm Name ______________________ Date __________

B. I know that the applicant is currently regularly employed in the City service and that employment with my department is additional employment subject to the requirements of Civil Service Commission Rule 18 and Charter Section C8.105. (If the additional employment is subject to FLSA overtime requirements, notice will be sent to you after review by the Human Resources Director).

Signature ______________________ Title-Firm Name ______________________ Date __________

Section 4. Approval of Appointing Officer

I do not believe that this additional employment is incompatible with this employee's civil service duties and responsibilities.

Signature ____________________ Title-Dept. Name ______________________ Date __________

DHR 1-72a (Rev. 10/24/97)

RULE 18 - CONFLICT OF INTEREST

Section 18.1 CHARTER RESTRICTION

No officer or employee of the City shall engage in any activity, employment, business, professional work or enterprise which is inconsistent, incompatible, or in conflict with official or assigned duties, or with the duties, functions and responsibilities of the employee or officer's appointing power, or the department, office or agency by which employed. Rules and regulations to effectuate the purposes and intent of the Charter may provide restrictions against activities, employment, and enterprise when such restrictions are found necessary for the preservation of the honor or efficiency of the City civil service, or for the protection of the best interests of the City service in any respect. (Section C8.105 of the Charter.)

Section 18.2 ADDITIONAL PART-TIME EMPLOYMENT

18.2.1 Except with the approval of the Human Resources Director as herein provided, no person holding a full-time position under permanent or temporary civil service appointment (other than officers and members of the Fire and Police Departments who are subject to the rules of their respective Commission), shall engage in any employment, position or service (hereinafter for purposes of this section referred to collectively as "employment") in or out of the service of the City in which the employee is required to perform any duties for another employer or appointing officer, and for which the employee is to receive compensation in any form, including salary, wage, fee, commission or emolument.

18.2.2 Officers or employees who offer their services as independent contractors are not required to obtain approval of the Human Resources Director under Section 18.2 of this Rule but are governed by the provisions of Section 18.3. An independent contractor is one who is rendering services for another and is not under the control and direction of the other but is in the pursuit of an independent calling. For purposes of this Rule, the determination of an individual's status as an independent contractor is based upon a review of the person's income from the secondary activity, i.e., if deductions are made for Worker's Compensation, Social Security or Unemployment Insurance, then the person is not considered to be an independent contractor.

18.2.3 Approval of the Human Resources Director in accordance with the provisions of this Rule shall be requested on a form provided by the Department of Human Resources. Such form shall include the following:

1. Approval of the appointing officer;
2. A statement reporting the nature of the other part-time employment;
3. The usual place of such other employment and the work schedule and number of hours of service required of the employee per day and per week;
4. The signature of the official or person for whom or under whom the employment is to be performed, and a statement by such person that it is understood that the employee is regularly employed in the City service on a full-time basis; and
5. A statement that approval, if granted, shall not be for more than six months, and if extension is desired, a new request form must be submitted.

18.2.4 Requests to engage in additional employment under the provisions of this Rule will not be approved by the Human Resources Director unless compliance with following condition:

1. That the employment will not impair the efficiency or interfere in any way with the full and proper performance of the employee's regular civil service employment.
2. That the employment will not be in a field where substantial unemployment exists.
3. That reason exists such as economic need or other special reason for the employee to engage in such employment.
4. That the performance of such employment is in no way inconsistent, incompatible or in conflict with assigned civil service duties or responsibilities of the employee's department or appointing officer.
5. That the performance of such employment will not be contrary to the interests of the City service generally and will not lead to situations which would reflect discredit on the City service.
6. That such employment will not require more than 20 hours per week, not more than three hours in any day, or involve any duty whatsoever of the employee during the employee's regular city work schedule. An exception to the limitation of three hours of employment on any day may be made by the Human Resources Director when the additional employment is for the purpose of accepting relief assignments in any emergency service of the City government or when the Human Resources Director deems that other compelling reasons exist for the approval of an exception to the three hour limitation.
7. That the employment will not be in a hazardous occupation that would involve a substantial risk of injury to the employee. The Human Resources Director will determine whether such employment is unduly hazardous and will be guided in making a determination by the Manual of Rules, Classifications and Basic Rates for Workers' Compensation Insurance as published by the California Inspection Rating Bureau.

Section 18.3 ACTIVITIES OTHER THAN EMPLOYMENT, WHERE INCOME, PROFIT, OR OTHER GAIN IS OR MAY BE ACCRUED

18.3.1 No officer or employee shall participate in any activity or enterprise where income, profit or other gain is or may be accrued, which could reflect on the honor or efficiency of the City service, or be contrary to the best interest of the City service in any respect.

18.3.2 Appointing officers shall report to the Commission those activities or enterprises which, in accordance with the provisions of this section, should be prohibited to specific classifications or positions or departmental units under their jurisdiction.

18.3.3 The Commission shall calendar such report of the appointing officer for hearing and shall give notice of such hearing to parties of interest. If the report, or any part of the report, of the appointing officer is approved by the Commission, the appointing officer shall make such information concerning the approval by the Commission known to each employee affected, and the engagement in any such activity or enterprise shall thereafter be prohibited.

18.3.4 No officer or employee shall be involved through secondary parties in the engagement of any activity or enterprise which the employee is prohibited from engaging in directly, not in that connection shall the employee lend, convey or authorize the use of any information or resources under the employee's control.

Section 18.4 PENALTIES

Violation of this Rule shall be deemed insubordination, subject to disciplinary action as provided in Sections A8.341 and A8.342 of the Charter.

Section 18.5 HUMAN RESOURCES DIRECTOR TO ACT ON REQUESTS

18.5 The Human Resources Director, is authorized to consider and act on requests for approval of part-time employment or activity in addition to full-time civil service employment in accordance with the provisions and requirements of this Rule and subject to the appeal provisions as provided elsewhere in these Rules.

City and County of San Francisco **Department of Human Resources**

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

15

10/17/97

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OCT 22 1997

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MEMORANDUM
DHR No. 50 - 97

Date: October 17, 1997

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective November 1, 1997.

Classification	Unit Assignment	Certified Representative
8164 Senior Hearing Officer, Rent Arbitration Board	11 - L	Municipal Attorneys' Association of San Francisco (EGC:311)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

- over -

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc:
Albert C. Walker, CSC
Clarice Clarke, CSC
John Madden, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Fred Howell, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR NO. 52-97

Date: November 25, 1997

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990 and Section 1.B 'Placement of New Classifications' of the Service Employees International Union (SEIU), Locals 250, 535 and 790 Memorandum of Understanding, the following new classification is hereby assigned to a bargaining unit as indicated below:

Classification	**Unit Assignment**	**Certified Representative**
2583 Home Health Aide	6 - A	Hospital & Institutional Workers, Union, Local 250, SEIU (ECG:250)

This assignment is effective November 29, 1997. By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

- over -

44 Gough Street • San Francisco, CA 94103-1233

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Albert C. Walker, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Fred Howell, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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San Francisco, CA 94102

Memorandum

DATE: December 12, 1997

TO: All Departmental Personnel Offices

Marsha J Ramirez

FROM: Marsha Ramirez, Deputy Director, DHR

RE: Personnel Requisition Forms & Separation Reports

This is to notify you that we have just received a supply of the following DHR forms:

- Personnel Requisition Forms
- Separation Reports

Initial distribution will be limited to a maximum of fifty (50) copies of each form. However, we would appreciate your cooperation in only requesting what you actually need at this time, since it is likely that the forms will be revised in the near future. The forms may be picked up at the DHR front counter at 44 Gough Street.

Should you need to request more than fifty copies of either of these forms, please put your request in writing. Your request should include the following:

- the additional amount of forms you are requesting;
- the reason you need the extra forms;
- the total number of employees in your department; and
- the name and telephone number of your departmental contact.

Send your request to: Kathy Luhman, Department of Human Resources, Administrative Services, 44 Gough Street, San Francisco, CA 94103. You will be notified whether or not your request has been approved.

Thank you for your cooperation.

MJR/kl

cc: Sue Blomberg, Support Services

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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2/31/97

MEMORANDUM
DHR No. 54-97

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Date: December 31, 1997

To: All Appointing Officers
Departmental Personnel Officers

From: Andrea R. Gourdine
Human Resources Director

Subject: **FY 1997/98 EXAM PLAN**

Attached for your information is a report of the current status of CSC examinations projected for fiscal year 1997/98.

This report will be issued on a quarterly basis. If you have any questions, please contact your liaison in the Merit System Services Unit or Linda Marini, Merit System Services Manager, at 557-4969.

ARG/LM/kh
Attachment

explmem.doc

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EXAM PLAN
FY 1997/98
BY CLASS

CLASS NO.	TITLE	# OF PROVI-SIONALS	BARGAINING UNIT	RESPON-SIBILITY	STATUS	LIST TARGET DATE
0230	Div. Chief Clerk, Muni Ct.	0	Unrepresented	DHR/GM	JA	6/98
0330	Deputy Clerk, Muni Ct.	2	Unrepresented	DHR/Muni Ct.	JA	6/98
1160	Asst. Dir. Of Purchasing & Svcs.	1	MEA	DHR/PD	JA	3/98
1202	Personnel Clerk	17	Local 790	DHR/AGB	JA	6/98
1203	Personnel Technician	5	Local 21	DHR/GM	R	2/98
1204	Sr. Personnel Clerk	8	Local 790	DHR/AGB	JA	6/98
1209	Benefits Technician	11	Local 790	DHR/CA	JA	3/98
1210	Benefits Analyst	2	Local 790	DHR/CA	JA	4/98
1224	Prin. Payroll & Personnel Clerk	5	Local 790	DHR/PS	JA	6/98
1226	Chief Payroll & Personnel Clerk	4	Local 790	DHR/PS	JA	6/98
1231	Asst. Mgr., EEO Programs	1	Loc 21, SFAPP	DHR/CH	LA	7/17/97
1232	Training Officer	3	Local 21	DHR/WS	LA	10/21/97
1233	EEO Programs Specialist	2	Loc 21, SFAPP	DHR/CH	LA	7/24/97
1234	Director of Training	0	MEA	DHR/CH	JA	6/98
1235	Mgr., EEO Programs	0	MEA	DHR/CH	JA	6/98
1312	Public Information Officer	8	Local 21	DHR/PS	TL	11/97
1314	Public Relations Officer	8	Local 21	DHR/PS	TL	11/97
1408	Principal Clerk	16	Local 790	DHR/CD	JA	6/98
`1410	Chief Clerk	5	Local 790	DHR/CD	JA	6/98
1428	Unit Clerk	7	Local 250	DPH/LGM	JA	6/98
1440	Transcriber Typist (SFGH & LHH)	3	Local 790	DPH/AL	R	Continuous Expedited
1452	Executive Secretary II	13	Loc 21, SFAPP	SFIA/LJ	AS	7/97
1491	Assoc. Registrar, SF Jr. Coll Dist.	2	Unrepresented	DHR/GC	JA	6/98
1636	Health Care Billing Clerk	0	Local 790	DPH/AL	LA	7/11/97
1649	Accountant Intern	0	Local 21	Cont.	E	1/15/98

CLASS NO.	TITLE	# OF PROVI-SIONALS	BARGAINING UNIT	RESPON-SIBILITY	STATUS	LIST TARGET DATE
1660	Mgr., Budget & Perf. Mon.	1	MEA	DHS/RH	R	2/98
1661	Asst. Fiscal Officer, BOE	1	MEA	DHR/GC	JA	6/98
1684	Associate Auditor	0	Local 21	Cont.	LA	7/7/97
1686	Supervising Auditor	0	Local 21	Cont.	R	2/98
1706	Telephone Operator	6	Local 790	DHR/JK	JA	6/98
1708	Sr. Telephone Operator	1	Local 790	DHR/SL	JA	6/98
1710	Chief Telephone Operator	1	Local 790	DHR/SL	JA	6/98
1776	Asst. Repro. Services Mgr.	2	MEA	DHR/PD	JA	4/98
1779	Mgr., Mail & Repro. Svcs.	1	MEA	DHR/PD	JA	5/98
1805	Associate Performance Auditor	3	Local 21	Cont.	LA	7/3/97
1823	Sr. Administrative Analyst	29	Local 21	DHR/MC	JA	6/98
1824	Prin. Administrative Analyst	24	Local 21	DHR/MC	JA	6/98
1826	City Shop Fleet Admin.	1	MEA	DHR/PD	JA	4/98
1827	Administrative Services Manager	2	Local 21	DHR/CD	JA	4/98
1942	Asst. Materials Coordinator	1	Unrepresented	DHR/Ch	JA	6/98
2105	Patient Services Finance Tech.	3	Local 790	DPH/YG	JA	11/97
2106	Med. Staff Svcs. Dept. Spec.	1	Local 790	DPH/YG	R	12/97
2107	Med. Staff Svcs. Dept. Analyst	0	Unrepresented	DPH/YG	LA	11/10/97
2108	Dir. Med. Staff Svcs. Dept.	0	Unrepresented	DPH/JH	LA	12/5/97
2119	Health Care Analyst	1	Local 21	DPH/LGM	LA	7/97
2312	LVN-SFGH	18	Local 250	DPH	R	Continuous
2312	LVN-JMS	18	Local 250	DPH/SSP	R	Continuous
2312	LVN-LHH	18	Local 250	DPH/LGM	LA	7/97
2320	Registered Nurse-SFGH RN - LHH	45	Local 790	DPH/SSP DPH/LGM	TL	Exp/Cont
2323	CNS-Various Specialties	4	Local 790	DPH/SSP	AS	12/97
2326	Nursing Supv./Phychiatric	4	Teamsters, Loc 856	DPH/SSP	TL	8/97
2328	Nurse Practitioner-Jail Hlth Svcs	18	Local 790	DPH/SSP	R	Expedited Continuous
2454	Clinical Pharmacist	1	Local 790	DPH/YS	TL	7/97
2471	Water Quality Chemist	9	Local 21	PUC/PMP	E	1/98

CLASS NO.	TITLE	# OF PROVI-SIONALS	BARGAINING UNIT	RESPON-SIBILITY	STATUS	LIST TARGET DATE
2480	Supv. of Lab, Water Quality Con.	1	Local 21	PUC/PMP	E	1/98
2533	EMSA Specialist	2	Local 790	DPH/JH	R	9/97
2540	Audiologist	1	Local 21	DPH/AL	JA	12/97
2548	Occupational Therapist	2	Local 21	DPH/AL	R	Continuous
2551	Mental Health Treatment Spec.	1	Unrepresented	DPH/LGM	LA	1/16/97
2558	Senior Physical Therapist	1	Local 21	DPH/AL	JA	3/98
2587	Health Worker III	35	Local 790	DPH/AL	JA/R	9/97
2588	Health Worker IV	1	Local 790	DPH/AL	AS	8/97
2595	Sr. Emply. Assistance Counselor	2	Local 21	DPH	JA	6/98
2732	School Custodial Svcs. Supv. II	1	MEA	DHR/CD	JA	6/98
2802	Epidemiologist I	0	Local 21	DPH	AS	9/97
2803	Epidemiologist II	2	Local 21	DPH	AS	9/97
2819	Asst. Health Educator	2	Local 21	DPH/LGM	TL	8/97
2846	Nutritionist	1	Local 21	DPH/LGM	TL	7/97
2904	Social Svcs. Tech.	3	Local 535	DHS/DSC	JA	3/98
2907	Eligibility Worker Supv. (Bilingual)	2	Local 535	DHS/SK	AS	6/98
2910/12	Social Worker Bilingual	24	Local 535	DHS/RH	JA	5/98
2910/12	Social Worker	24	Local 535	DHS/RH	JA	5/98
2916	Social Work Spec.	5	Local 535	DHS/RH & DSC	R	6/98
2917	Program Supp. Analyst	6	Local 535	DHS/RH	R	3/98
2924	Medical Social Work Supervisor	1	Local 21	DPH/SSP	JA	5/98
2930	Psychiatric Social Worker	18	Local 790	DPH/YS	TL	11/97
2932	Sr. Psychiatric Social Worker	11	Local 790	DPH/YS	TL	11/97
2948	Social Service Sec. Mgr.	3	Local 535	DHS/RH	R	2/98
2975	Citizens Complaint Officer	2	Local 790	DHR/JK	JA	5/98
2978	Contract Compliance Officer II	2	Unrepresented	DHR/SK	JA	6/98
2991	Coordinator, HRC	2	Local 790	DHR/Ch	JA	6/98
2992	Contract Compliance Officer I	21	Local 21	DHR/SK	JA	6/98
2998	Rep., Comm on Status of Women	1	Local 790	DHR/HD	JA	5/98

CLASS NO.	TITLE	# OF PROVI-SIONALS	BARGAINING UNIT	RESPON-SIBILITY	STATUS	LIST TARGET DATE
3284	Recreation Director	20	Local 790	DHR/REC	AS	6/98
3291	Prin. Recreation Supv.	2	Local 790	DHR/REC	JA	6/98
3292	Asst. Superintendent Recreation	2	Local 790	DHR/REC	LA	8/19/97
3370	Animal Care Attendant	0	Local 856	DHR/GM	TL	8/97
3372	Animal Control Officer	1	Local 856	DHR/HD	LA	8/19/97
3373	Animal Control Supervisor	0	Local 790	DHR/GM	LA	9/4/97
3417	Gardener	17	Local 261	DHR/SK	E	1/98
3426	Urban Forester	1	MEA	DHR/AGB	E	9/97
3434	Tree Topper	1	Local 261	DPW/JM	E	3/98
3436	Tree Topper Supervisor I	1	Local 261	DHR/SK	E	2/98
3453	Asst. Agriculture Commissioner	1	MEA	DHR/PS	AS	8/97
3466	Asst. Supv., Pks, Squares & Fac.	0	MEA	DHR/REC	AS	6/98
3480	Farmer's Market Manager	1	Local 790	DHR/PS	R	8/97
3520	Museum Preparer	2	Local 790	SFIA/GK	JA	10/97
3522	Sr. Museum Preparer	2	Local 790	SFIA/GK	JA	10/97
3550	Exhibition Designer	1	Local 790	SFIA/GK	JA	9/97
3554	Assoc. Museum Registrar	1	Local 790	SFIA/GK	AS	8/97
3556	Museum Registrar	1	Local 790	SFIA/GK	AS	8/97
3558	Sr. Museum Registrar	1	Local 790	SFIA/GK	E	8/97
3610	Library Assistant		Local 790	DHR/AGB	JA	4/98
3630	Librarian I	14	Local 790	DHR/AGB	JA	4/98
4119	Performing Arts Center Aide	2	Local 790	DHR/PS	JA	3/98
4220	Personal Property Auditor	4	Local 21	DHR/PD	E	2/98
4222	Senior Personal Property Auditor	1	Local 21	DHR/PD	R	5/98
4230	Estate Investigator	2	Local 21	DHR/JL	LA	7/14/97
4231	Sr. Estate Investigator	0	Local 790	DHR/JL	LA	7/8/97
4256	Chief of Assessment Standards	1	MEA	DHR/PD	JA	3/98
4265	Sr. Real Property Appraiser	0	Local 21	DHR/PD	E	1/98
4320	Cashier I	14	Local 790	DHRPS	JA	6/98
4321	Cashier II	4	Local 790	DHR/PS	JA	6/98

CLASS NO.	TITLE	# OF PROVI-SIONALS	BARGAINING UNIT	RESPON-SIBILITY	STATUS	LIST TARGET DATE
4331	Security Analyst	1	Unrepresented	Retire./JP	TL	11/97
4377	Asst. Cash Mgmt. & Investment	1	MEA	DHR/ES	JA	4/98
5177	Safety Officer	2	Local 21	DHR/KT	AS	6/98
5186	Finance Manager	2	MEA	DPW/JS	JA	6/98
5204	Assistant Civil Engineer	8	Local 21	DHR/KT	JA	6/98
5206	Associate Civil Engineer	14	Local 21	DHR/KT	L	3/98
5208	Civil Engineer	7	Local 21	DHR/KT	L	3/98
5210	Sr. Civil Engineer	8	Local 21	DHR/KT	L	3/98
5227	Jr. Transportation Engineer (flex staffing 5228)	0	Local 21	DHR/SL	AS	3/98
5229	Assoc. Transportation Engineer	4	Local 21	DHR/SL	AS	3/98
5230	Transportation Engineer	4	Local 21	DHR/SL	AS	3/98
5232	Senior Transportation Engineer	3	Local 21	DHR/SL	AS	3/98
5236	Asst. Electrical Engineer	0	Local 21	DHR/KT	JA	6/98
5238	Assoc. Electrical Engineer	1	Local 21	DHR/KT	R	12/17/97
5240	Electrical Engineer	1	Local 21	DHR/MH	R	2/98
5242	Sr. Electrical Engineer	0	Local 21	DHR/MH	R	2/98
5247	Assoc. Sanitary Engineer	7	Local 21	DHR/KT	JA	3/98
5248	Sanitary Engineer	6	Local 21	DHR/KT	JA	3/98
5249	Sr. Sanitary Engineer	2	Local 21	DHR/KT	JA	3/98
5252	Asst. Mechanical Engineer	6	Local 21	DHR/KT	JA	6/98
5254	Assoc. Mechanical Engineer	4	Local 21	DHR/KT	R	12/97
5256	Mechanical Engineer	5	Local 21	DHR/KT	R	2/98
5258	Sr. Mechanical Engineer	2	Local 21	DHR/KT	R	2/98
5260	Architectural Assistant I	5	Local 21	DHR/HD	AS	12/97
5261	Architectural Assistant II	10	Local 21	DHR/HD	AS	12/97
5263	Planner V	1	Local 21	DHR/JK	JA	3/98
5260	Airport Noise Abatement Tech.	1	Unrepresented.	SFIA/LJ	TL	7/97
5265	Architectural Associate 1	5	Local 21	DHR/GM	AS	1/98
5266	Architectural Associate 11	7	Local 21	DHR/GM	AS	1/98

CLASS NO.	TITLE	# OF PROVISIONALS	BARGAINING UNIT	RESPONSIBILITY	STATUS	LIST TARGET DATE
5268	Architect	3	Local 21	DHR/GM	E	1/98
5282	Planner IV	1	Local 21	DHR/JK	JA	4/98
5290	Transit Planner IV	1	Local 21	DHR/EJA	LA	8/14/97
5291	Planner III	0	Local 21	DHR/JK	AS	1/98
5294	Planner IV,. Zoning	3	Local 21	DHR/JK	JA	4/98
5297	Planner V, Zoning	3	Local 21	DHR/JK	JA	4/98
5298	Planner III Environ. Review	2	Local 21	DHR/JK	JA	3/98
5320	Illustrator and Art Designer	1	Local 21	SFIA/LJ	R	12/97
5342	Mechanical Engr. Asst. I	0	Local 21	DPW/JS	TL	1/98
5344	Mechanical Engr. Asst. II	5	Local 21	DPW/JS	TL	2/98
5346	Mechanical Engr. Associate I	1	Local 21	DPW/JS	TL	2/98
5350	Electrical Engineering Asst. I	0	Local 21	DPW/JS	TL	2/98
5352	Electrical Engr. Asst. II	1	Local 21	DPW/JS	TL	2/98
5354	Electrical Engr. Assoc. I	0	Local 21	DPW/JS	TL	2/98
5360	Civil Engineering Asst. I	4	Local 21	DPW/JS	TL	2/98
5362	Civil Engineering Asst. II	6	Local 21	DPW/JS	TL	2/98
5364	Civil Engineering Assoc. I	3	Local 21	DPW/JS	TL	2/98
5606	Energy Specialist	1	Local 21	PUC/FP	LA	9/26/97
5608	Sr. Energy Specialist	0	Local 21	PUC/FP	LA	9/26/97
5630	Water & Power Analyst I	1	N/A	PUC/PC	E	12/8/97
5631	Water & Power Analyst II	1	N/A	PUC/PC	E	12/8/97
5633	Water & Power Specialist	3	N/A	PUC/PC	E	12/8/97
6106	Sanitary Engineering Technician	7	Local 21	PUC/FP	JA	3/98
6120	Env. Health Inspector	5	TWU-Loc 250-A	DPH/LGM	JA	5/98
6122	Sr. Env. Health Inspector	4	TWU-Loc 250-A	DPH/LGM	JA	5/98
6130	Safety Analyst	6	Local 21	DHR/KT	R/AS	5/98
6138	Industrial Hygienist	8	Local 21	DPH/SSP	JA	5/98
6141	Mgr., Office of Health & Safety	2	MEA	DPW/JS	JA	6/98
6242	Plumbing Inspector	4	Local 38	DBI/DHR JM	E	2/98
6246	Sr. Plumbing Inspector	2	Local 38	DBI/DHR JM	E	2/98

CLASS NO.	TITLE	# OF PROVI-SIONALS	BARGAINING UNIT	RESPON-SIBILITY	STATUS	LIST TARGET DATE
6248	Electrical Inspector	6	Local 6	DBI/DHR JM	E	1/98
6318	Construction Inspector	6	Local 21	Port/JB	LA	11/97
7110	Mobile Equip. Asst. Supv.	1	Local 3	SFIA/DY	JA	2/98
7120	Bldg. & Grounds Maint. Supt.	4	Local 39	DHR/ES	E	1/98
7140	Dir., Parking & Traffic Opers.	1	MEA	DHR/HD	JA	3/98
7215	General Laborer Supv.	26	Local 261	DHR/BB	JA	6/98
7307	Bricklayer	5	Local 36	DPW/JS	JA	3/98
7308	Cable Splicer	10	Local 6	DHR/BB	JA	5/98
7334	Stationary Engineer	53	Local 30	SFIA/DY	JA	8/97
7335	Sr. Stationary Engineer	17	Local 39	DHR/BB	R	12/97
7338	Electrical Line Worker	10	Local 6	DHR/BB	R	12/97
7344	Carpenter	19	BC Carpenters	DHR/BB	R	2/98
7353	Water Meter Repairer	1	Local 38	PUC/PC	R	3/98
7355	Truck Driver	29	Local 216	DPW/JS	E	2/98
7428	Hod Carrier	3	Local 36	DPW/JS	JA	3/98
7432	Electrical Line Helper	7	Local 6	DHR/BB	JA	1/98
7463	Utility Plumber Apprentice	15	Local 38	PUC	JA	1/98
7502	Asphalt Worker	19	Local 261	Port/AH	LA	10/97
7514	General Laborer	60	Local 261	DHR/BB	JA	6/98
8126	Investigator, OCC	2	Local 790	OCC/DHR	LA	10/20/97
8126	Sr. Investigator, OCC	0	TWU, Local 200	DHR/HD	JA	4/98
8127	Chief, Investigator, OCC	0	MEA	DHR/CH	LA	7/16/97
8141	Worker's Compensation Adjuster	0	Local 790	DHR/CA	JA	1/98
8142	Public Defender's Investigator	0	Local 790	DHR/GM	JA	6/98
8143	Sr. Public Defender's Invest.	0	Local 790	DHR/GM	JA	6/98
8207	Bldg. & Grounds Patrol Officer	12	Local 790	DHR/Ch	JA	6/98
8302	Deputy Sheriff I	12	Dep. Sheriffs	DHR/Sheriff	LA	7/97
8414	Supv. Probation Off., Juv.	0	Oper. Engrs. L 3	JUV/DHR/JL	LA	10/20/97
8435	Div. Director, Adult Probation	1	MEA	DHR/GM	JA	4/98
8488	Dir., Crime Prevention Program	1	MEA	DHR/Ch	JA	6/98

CLASS NO.	TITLE	# OF PROVI-SIONALS	BARGAINING UNIT	RESPON-SIBILITY	STATUS	LIST TARGET DATE
9139	Transit Supervisor	4	TWU, Local 200	DPT	R	6/98
9163	Transit Operator	196	Local 250A	DPT/DHR RT	TL	2/98
9202	Airport Communications Disp.	1	Local 790	SFIA/MH	AS	11/97
9212	Airfield Safety Officer	1	Local 790	SFIA/GK	TL	8/97
9220	Airport Operations Supv.	2	Local 790	SFIA/GK	JA	1/98
9255	Airport Economic Planner	1	Local 21	SFIA/LJ	R	9/97
9331	Piledriver Eng. Op.	1	Local 3	Port/JB	R	3/98
9343	Roofer	5	Local 40	Port/AH	R	4/98
9357	Cargo Operations Manager	0	MEA	Port	JA	6/98
9374	Mgr., Port Plan & Development	1	MEA	Port/JB	LA	11/97
9378	Development Project Coord.	0	MEA	Port/JB	LA	11/97
9395	Assistant Rental Manager, Port	0	Local 21	Port	AS	1/98
9398	Mgr., Regulatory & Engr. Affairs	2	MEA	Port/JB	JA	11/97
9702/03	E & T Spec. I & II (Flex list for 9703)	0	Local 535(9702) Unrep. (9703)	DHS/DSC DHS/DSC	R R	1/98 1/98
9705	Employ. & Trng. Spec. IV	0	Unrep.	DHS/SK	R	1/98
9704	Employment & Training Spec. III	2	Local 535	DHS/RH	R	3/98
9722	Specialist in Aging II	1	Local 790	DHR/CA	AS	6/98
9724	Specialist in Aging III	1	Local 790	DHR/CA	JA	6/98
9977	Parent & Comm. Involvement Coord., SFUSD	1	Unrepresented	DHR/GC	JA	6/98

New IS Series:

TITLE	PROJECTED # OF PROVISIONALS	TENTATIVE BARG. UNIT	RESPON-SIBILITY	STATUS	LIST TARGET DATE
1070 IS Project Director	14 total	Local 21	DHR/LG	JA	6/98
1071 IS Manager		MEA	DHR/LG	JA	6/98
1073 IS Director		MEA	DHR/LG	JA	6/98
1051 IS Business/Analyst - Assistant	3	Local 21	DHR/LG	JA	6/98
1052 IS Business/Analyst - Journey	11	Local 21	DHR/LG	JA	6/98
1053 IS Business/Analyst - Senior	22	Local 21	DHR/LG	JA	6/98

TITLE	PROJECTED # OF PROVISIONALS	TENTATIVE BARG. UNIT	RESPON-SIBILITY	STATUS	LIST TARGET DATE
1054 IS Business /Analyst - Principal	22	Local 21	DHR/LG	JA	6/98
1021 IS Administrator - Assistant	22	Local 21	DHR/LG	JA	6/98
1022 IS Administrator - Journey	47	Local 21	DHR/LG	JA	6/98
1023 IS Administrator - Senior	23	Local 21	DHR/LG	JA	6/98
1024 IS Administrator - Supervisor	4	Local 21	DHR/LG	JA	6/98
1002 IS Operator - Journey	27	Local 21	DHR/LG	JA	6/98
1003 IS Operator - Senior	19	Local 21	DHR/LG	JA	6/98
1005 IS Operator - Supervisor	5	Local 21	DHR/LG	JA	6/98
1004 IS Operator - Analyst	1	Local 21	DHR/LG	JA	6/98
1041 IS Engineer - Assistant	2	Local 21	DHR/LG	JA	6/98
1042 IS Engineer - Journey	9	Local 21	DHR/LG	JA	6/98
1043 IS Engineer - Senior	27	Local 21	DHR/LG	JA	6/98
1044 IS Engineer - Principal	7	Local 21	DHR/LG	JA	6/98
1061 IS Programmer/Analyst-Assistant	1	Local 21	DHR/LG	JA	6/98
1062 IS Programmer/Analyst-Journey	12	Local 21	DHR/LG	JA	6/98
1063 IS Programmer/Analyst-Senior	27	Local 21	DHR/LG	JA	6/98
1064 IS Programmer/Analyst-Principal	8	Local 21	DHR/LG	JA	6/98
1031 IS Trainer - Assistant	1	Local 21	DHR/LG	JA	6/98
1032 IS Trainer - Journey	1	Local 21	DHR/LG	JA	6/98
1033 IS Trainer - Senior	2	Local 21	DHR/LG	JA	6/98
1011 IS Technician - Assistant	1	Local 21	DHR/LG	JA	6/98
1012 IS Technician - Journey	15	Local 21	DHR/LG	JA	6/98
1013 IS Technician - Senior	4	Local 21	DHR/LG	JA	6/98
1014 IS Technician - Supervisor	1	Local 21	DHR/LG	JA	6/98

Key:

TBD = To be determined
JA = Job Analysis
R = Recruitment
AS = Application Screening
A = Appeals
E = Exam
TL = Tentative List
LA = List Adopted
H = Hold

Analysts' Initials (DHR)

CA = Cathy Abela
BB = Barry Biderman
AGB = Ana Borja
CH = Candy Heurlin
CD = Cora Dino
PD = Pat Duncan
JF = Janice Fukuda
LG = Lou Garibaldi
MH = Matt Hom
JK = Jerry Kessler
SK = Sam Kinghorne
JL = Jose Lebron
SL = Stephanie Lyons
GM = Gloria Martinez
PS = Pat Sayrafi
ES = Eric Street
KT = Karen Taylor
WS = Wm. Sumner
Ch= Carol Hurtado
GC= Gail Clabby
MC= Maria Chan
HD = Hadas Desta

Analysts' Initials (Decentralized Units)

YG = Yvette Gamble DPH
AL = Arleen Lum DPH
LGM = Lincoln Mah DPH
SSP = Steve Pacarar DPH
YS = Yvette Stuart DPH
DSC = Susan Chapman DHS
RH = Rich Hodgkinson DHS
SK = Sarah Kaufman DHS
JS = Joyce Smith` DPW
MH = Myrtle Harvey SFIA
LJ = Letty Juarez SFIA
GK = Gabe Karol SFIA
DY = Don Yamamoto SFIA
PC = Princess Campbell PUC
PP = Pat Pendergast PUC
FP = Florinda Perina PUC
JB = Janet Bias Port
AH = Alice Herndon Port
JM = John Marquez DBI
RT = Regina Tharayil DPT

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

DHR No. 2 - 98

Date: January 30, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective February 7, 1998.

Classification	Unit Assignment	Certified Representative
2108 Director, Medical Staff Services Department (MSSD)	M	Municipal Executives Association (MEA) (EGC:351)
8245 Communications Manager, SFPD	M	" " "

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

- over -

for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding the assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignments.

cc: Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Fred Howell, Health Service System
chron file

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 3 - 98

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Date: January 30, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - REASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit reassignment is hereby determined as indicated below. This reassignment is effective February 7, 1998.

Classification	Unit Assignment	Certified Representative
2218 Physician Assistant	8 - T	International Federation of Professional & Technical Engineers, Local 21 (EGC: 0021)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the reassignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit reassignment set forth above. If you have questions regarding the reassignment, please contact Janet Rogers at 557-4915.

- over -

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the reassignment.

cc: Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Fred Howell, Health Service System
chron file

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City and County of San Francisco **Department of Human Resources**

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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February 9, 1998

MEMORANDUM
DHR No. 4-98

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To: All Appointing Officers
Departmental Personnel Officers

From: Andrea R. Gourdine
Human Resources Director

Subject: **Merit System Services**

Attached for your information is a list of staff departmental assignments and an organization chart of the Merit System Services Division. Please contact your department liaison or Linda Marini at 557-4969 if you have any questions.

ARG/LM/kh
Attachment

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DEPARTMENTAL ASSIGNMENTS BY MSS ANALYST
February 1998

DEPARTMENT	MSS ANALYST	557-EXTENSION
ACADEMY OF SCIENCE	Sam Kinghorne	4873
ADMINISTRATIVE SERVICES	Pat Sayrafi	4848
ADULT PROBATION	Lou Garibaldi	4836
AIRPORT	Maria Chan	4806
ANIMAL CARE & CONTROL	Gail Clabby	4886
ART COMMISSION	Sam Kinghorne	4873
ASIAN ART MUSEUM	Pat Sayrafi	4848
ASSESSOR	Carol Hurtado	4847
BOARD OF APPEALS	Eric Street	4934
BOARD OF SUPERVISORS/YOUTH COMM.	Eric Street	4934
BUILDING INSPECTION	Dianne Owens-Lewis	4950
BUSINESS & ECNOMIC DEVELOPMENT	Ana Borja	4811
CITY ATTORNEY	Cathy Abela	4860
CITY PLANNING	Jerry Kessler	4883
CIVIL SERVICE COMMISSION	R.Kellar/S.Martin	4927/4861
CLEAN WATER PROGRAM	Jerry Kessler	4883
COMMISSION ON AGING	Cathy Abela	4860
COMM. ON STATUS OF WOMEN	Hadas Desta	4887
COMMUNITY HEALTH NETWORK	Cora Dino	4865
CONTROLLER	Cathy Abela	4860
CONVENTION FACILITIES MGMT.	Eric Street	4934
COUNTY AGRIGULTURE	Eric Street	4934
DISTRICT ATTORNEY	R.Kellar/S.Martin	4927/4861
ELECTIONS	Eric Street	4934
ENVIRONMENT	Eric Street	4934
ETHICS COMMISSION	R.Kellar/S.Martin	4927/4861
FINE ARTS MUSEUM	Sam Kinghorne	4873
FIRE DEPT.	Cathy Abela	4860
HUMAN RESOURCES DEPT.	Cathy Abela	4860
HUMAN RIGHTS COMMISSION	Gail Clabby	4886
HUMAN SERVICES	Stephanie Mischak-Lyons	4877
JUVENILE PROBATION	Lou Garibaldi	4836
LAW LIBRARY	Sam Kinghorne	4873
LIBRARY	Sam Kinghorne	4873
MAYOR/CHILDREN, YOUTH & FAMILY	Ana Borja	4811
MEDICAL EXAMINER/CORONER	Gloria Martinez	4852
PARKING & TRAFFIC	R.Kellar/S.Martin	4927/4861
POLICE DEPT./OCC	R.Kellar/S.Martin	4927/4861
PORT	Pat Duncan	4854
PUBLIC ADMIN./GUARDIAN	Lou Garibaldi	4836
PUBLIC DEFENDER	Lou Garibaldi	4836
PUBLIC HEALTH	Cora Dino	4865
PUBLIC TRANSPORTATION (Muni RR)	Pat Duncan	4854

DEPARTMENT	MSS ANALYST	557-EXTENSION
PUBLIC UTILITIES (Clean Water; Hetch Hetchy; Light Heat & Power; Water Dept.)	Jerry Kessler	4883
PUBLIC WORKS	Barry Biderman	4882
PURCHASING	Dianne Owens-Lewis	4950
REAL ESTATE	Barry Biderman	4882
RECREATION & PARK	Cathy Abela	4860
RENT ARBITRATION BOARD	Barry Biderman	4882
RETIREMENT	Cathy Abela	4860
S.F. COMMUNITY COLLEGE DISTRICT	Hadas Desta	4887
S.F. UNIFIED SCHOOL DISTRICT	G.Martinez/C.Hurtado	4852/4847
SHERIFF	Lou Garibaldi	4836
TELECOMMUNICATIONS & INFO. SVCS.	Cathy Abela	4860
TREASURER/TAX COLLECTOR	Dianne Owens-Lewis	4950
TRIAL COURTS	R.Kellar/S.Martin	4927/4861
WAR MEMORIAL	Sam Kinghorne	4873

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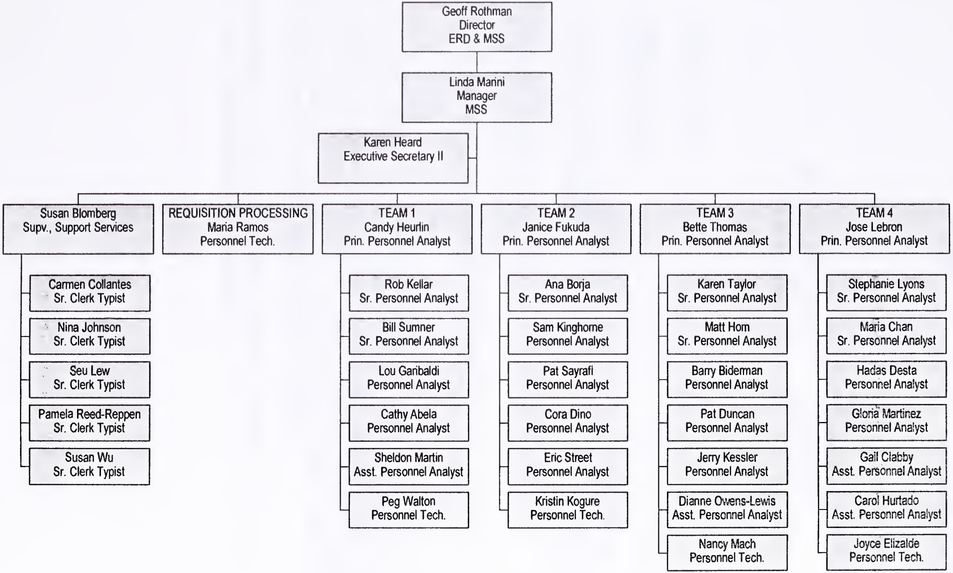
MERIT SYSTEM SERVICES



City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

DHR No. 5-98

Date: February 4, 1998

To: Department Heads
Personnel Officers

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman, Director
Employee Relations Division

Subject: **NOTICE TO UNREPRESENTED EMPLOYEES**

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The Employee Relations Division of the Department of Human Resources has scheduled two meetings to meet and confer pursuant to Charter Section 8.409.1. In order to provide notification for affected unrepresented employees, the attached memorandum is being forwarded to your office for immediate posting. **Please post this Notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at all applicable work sites.**

For additional information, you may contact Janet Rogers at 557-4915. Thank you for your assistance and prompt attention to this request.

Attachment

unrep-no

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: February 4, 1998

To: Unrepresented Employees Covered under Ordinance No. 168-97

Through: Geoffrey L. Rothman, Director
Employee Relations Division

From: Janet L. Rogers, Senior Personnel Analyst JLR
Employee Relations Division

Subject: **NOTICE TO MEET & CONFER PURSUANT TO CHARTER SECTION 8.409.1**

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section 8.409.4 of the Charter.

For those unrepresented employees covered under the current unrepresented ordinance (168-98) for FY 1997-98, two meetings have been scheduled to consider forms of compensation including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors pursuant to Section 8.409.1 of the Charter.

The following dates and times have been reserved to meet with those noted, designated unrepresented employees who wish to meet and confer regarding the proposed forms of compensation specified above.

Date/Time: **Tuesday, February 17, 1998 - 11:45 am**

AND

Thursday, March 5, 1998 - 11:45 am

Location: Office of the Employee Relations Division
Department of Human Resources
44 Gough Street, Third Floor Conference Room
San Francisco, CA 94103

For additional information, you may contact Janet Rogers at (415) 557-4915.

Attachment

Unrep-n2

ATTACHMENT

LIST OF UNREPRESENTED CLASSIFICATIONS PURSUANT TO CHARTER SECTION 8.409

PLEASE NOTE : This list is based on information available at the time of distribution and is intended to be comprehensive. Questions or concerns about this list (including contentions that the list contains any inaccuracies) may be directed to Janet Rogers, Senior Personnel Analyst, Employee Relations Division, 44 Gough Street, San Francisco, CA 94103. ERD reserves the right to amend this list to ensure it is complete and contains all classifications covered by San Francisco Ordinance No. 168-97.

0190	BOOKBINDER
1130	YOUTH COMMISSION ADVISOR, BOARD OF SUPERVISORS
1229	SPECIAL EXAMINER
1280	EMPLOYEE RELATIONS ASSISTANT
1281	EMPLOYEE RELATIONS REPRESENTATIVE
1282	PRINCIPAL EMPLOYEE RELATIONS REPRESENTATIVE
1283	DIRECTOR, EMPLOYEE RELATIONS DIVISION
1293	HUMAN RESOURCES DIRECTOR
1471	ELECTIONS WORKER
1649	ACCOUNTANT INTERN
1801	SUPERVISING PERFORMANCE AUDITOR
1849	MAYOR'S PROGRAM MANAGER
1942	ASSISTANT MATERIALS COORDINATOR
2107	MEDICAL STAFF SERVICES DEPARTMENT ANALYST
2108	DIRECTOR, MEDICAL STAFF SERVICES DEPARTMENT
2529	ASSISTANT CHIEF, PARAMEDIC DIVISION
2561	OPTOMETRIST
2576	SUPERVISING CLINICAL PSYCHOLOGIST
2742	GENERAL SERVICES SUPERVISOR
2782	LAUNDRY SUPERINTENDENT
2953	DEPUTY GENERAL MANAGER, DEPT. OF HUMAN SERVICES
2978	CONTRACT COMPLIANCE OFFICER II

3238	DANCE INSTRUCTOR
3248	PIANIST
3438	TREE TOPPER SUPERVISOR II
3484	AGRICULTURAL DIVISION LAND AGENT
3650	MEDICAL RECORDS LIBRARIAN
4331	SECURITY ANALYST
4333	SENIOR INVESTMENT OFFICER
5140	MANAGER, BUREAU OF SYSTEMS PLANNING AND REGULATORY COMPLIANCE
5264	AIRPORT NOISE ABATEMENT TECHNICIAN
5502	PROJECT MANAGER I
5504	PROJECT MANAGER II
5506	PROJECT MANAGER III
5508	PROJECT MANAGER IV
5630	WATER & POWER ANALYST I
5634	WATER & POWER RESOURCES MANAGER
7369	APPRENTICE SHEET METAL WORKER
7389	METALSMITH
8121	INVESTIGATOR, PROTECTIVE SERVICES, PUBLIC UTILITIES COMMISSION
8135	ASSISTANT CHIEF VICTIM/WITNESS INVESTIGATOR
8137	CHIEF VICTIM/WITNESS INVESTIGATOR
8222	HOUSING AUTHORITY POLICE OFFICER
8230	CHIEF MUSEUM GUARD
8245	COMMUNICATIONS MANAGER, S.F. POLICE DEPARTMENT
8247	EMERGENCY PLANNING COORDINATOR
8446	COURT ALTERNATIVE SPECIALIST I
9914	PUBLIC SERVICE AIDE - ADMINISTRATION
9916	PUBLIC SERVICE AIDE - PUBLIC WORKS
9920	PUBLIC SERVICE AIDE - ASSISTANT TO PROFESSIONALS

9922	PUBLIC SERVICE AIDE - ASSOCIATE TO PROFESSIONALS
9924	PUBLIC SERVICE AIDE - HEALTH SERVICES
A006	PARKING BUREAU CHIEF
A032	TRAFFICE SIGN MANAGER
A046	TRANSIT LINE MANAGER
A047	WATER SUPPLY ENGINEER
A058	DIRECTOR ENTERPRISE ACCOUNT
A061	AIRPORT TERMINAL MANAGER
A062	ASSISTANT AIRPORT TERMINAL MANAGER
A100	PARKING ENFORCEMENT SUPERVISOR
A114	MIS MANAGER
A398	DEPUTY DIRECTOR RESOURCE DEVELOPMENT
A610	INFORMATION SERVICES DIRECTOR
A611	ADMINISTRATOR, HEALTH INFORMATION SERVICES
A642	DIRECTOR OF PRISONER SERVICES
A712	HYDRANT SERVICE PERSON
A739	TRANSIT MAINTENANCE MANAGER III
A766	AIRPORT ASSISTANT TO DIRECTOR
A782	DIRECTOR OF FINANCE, PURCHASING
A805	TELECOMMUNICATION SYSTEMS DIRECTOR
A827	AIRPORT PARKING MANAGER
A836	PROPERTY MANAGER II
A837	INVESTIGATIVE ASSISTANT
A907	CONSTRUCTION ENGINEER
A919	CONSTRUCTION CONTRACT ADMINISTRATION
A922	ELECTRONIC INSTRUMENTATION ASSISTANT SUPERVISOR
A978	SENIOR DATABASE ADMINISTRATOR
A981	ASSISTANT PAYROLL DIRECTOR

A991	CONTRACTING SPECIALIST
AA08	RESEARCH CHEMIST
AA37	EXECUTIVE ASSISTANT TO THE ASSESSOR
AA50	SUPV. CLINIC FINANCE COORDINATOR
AA56	PARKING CITATION HEARING OFFICER
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AB23	MENTAL HEALTH PROGRAM MANAGER
AB24	MAINTENANCE SUPERVISOR
AB25	ASSISTANT PERSONAL PROPERTY AUDITOR
AB26	DIRECTOR OF TAXPAYER ASSISTANCE

AB27	SECRETARY, COMMISSION ON THE ENVIRONMENT
AB28	TELECOMMUNICATIONS DIRECTOR
AB29	BUSINESS & ECONOMIC DEVELOPMENT DIRECTOR
AB31	EX. DIR., DEPT. OF THE ENVIRONMENT
AB32	DIRECTOR, YOUTH COMMISSION
AB37	ADMINISTRATOR OF PRISONER SERVICES
AB38	CRANE & ELEVATOR TECHNICIAN

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 6-98

BOX 41 M-2* A-1*
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: March 25, 1998

To: All Appointing Officers
Departmental Personnel Officers

From: Andrea R. Gourdine
Human Resources Director

Subject: Policy and Procedure for Signature Authorization of Department of Human Resources Documents

We are updating our signature authorization file and have also revised the Signature Authorization Card. Enclosed are copies of a new Signature Authorization Card and instructions for completion to be used effective immediately. All current Appointing Officers must re-authorize or newly authorize all designees.

Policy

- Only the Appointing Officer may delegate signature authorization.
- If an Appointing Officer leaves and the person named as acting department head is already an authorized signature, no new card is required at that time for the acting department head and other authorized persons to continue to sign as Appointing Officer and designees. If the person named as acting department head is not an authorized signature, a new Signature Authorization Card is required. Other designees may remain authorized until appointment of a permanent Appointing Officer.
- The appointment of a new department head will cancel the authority of all previously designated authorized signatures. New cards are required, signed by that Appointing Officer for him/herself and all designees.

Procedures

1. Initial Authorization: All Appointing Officers must complete a new card for him/herself and all designees. Cards must be submitted by April 24, 1998, otherwise personnel actions may be significantly delayed.

2. Appointing Officers should submit completed cards and a list of cards being transmitted to DHR/Administration Division.

Additional cards may be picked up in the Lobby of 44 Gough Street, in the future they will be available in the on-line forms center. If you have questions call Stephanie Chan at 557-4829.

Instructions for Completing the Signature Authorization Card

Department No./Code:	Enter the two-digit department number and the alpha character code for your department.
Department Name:	Enter name of your department.

Select only one section (I, II, or III) to complete per card. Complete Section IV if required below.

Section I: Declaration of Appointing Officer	Complete this section to authorize an Appointing Officer for the first time, or to change authorization. Print or type Appointing Officer's Name in first blank. Appointing Officer signs and dates this section.
Section II: Authorize a Designee	Appointing Officer completes this section to authorize designees. Only the Appointing Officer may authorize designees, this responsibility cannot be delegated. Enter name and title of Appointing Officer in the first two blanks. Enter name and title of person to be authorized on the next line. Select either A or B to designate the documents which designee may approve. If you choose option B you must indicate the specific types of HR documents the designee may approve.
Section III: Cancel a Signature Authority	Use this section to cancel signature authority for an Appointing Officer or designee. Enter the name and title of the person.
Section IV: Signatures	Not required for Section I. Declaration of Appointing Officer. For Sections II or III the Appointing Officer must sign and date this section. For Section II. Authorize a Designee, the signature of the designee must be included in this section.

DEPARTMENT OF HUMAN RESOURCES SIGNATURE AUTHORIZATION CARD

DEPARTMENT NO/CODE ____________ DEPARTMENT NAME ______________________________________

SECTION I. DECLARATION OF APPOINTING OFFICER

I, ______________________________, am the Appointing Officer for the above named City department. As such, I am authorized to sign all documents used to conduct business with the Department of Human Resources.

Signature ____ Date______________

SECTION II. AUTHORIZE A DESIGNEE

I,(Name) ______________________________________, as (Title)____

do hereby authorize ____________________________________, ____,

(PRINT OR TYPE NAME & TITLE OF PERSON AUTHORIZED TO SIGN DOCUMENTS)

whose signature appears in Sec. IV, to Sign and/or Approve

A. ☐ALL DEPARTMENT OF HUMAN RESOURCES DOCUMENTS & CORRESPONDENCE except for actual disciplinary letters, Notice of Separation or Notice of Disciplinary Suspension

OR

B. ☐ Requisitions & Requisition Modifications ☐ Separation Reports (except disciplinary action) ☐ Appointment Processing

☐ Notices of Certification ☐ Other Certification Documents ☐ Employee Request Forms ☐ Compensation Documents

☐ Employee Relations Documents ☐ Classification Request Transmittals & Other Classification Documents

☐ Other Correspondence *(specify)*_______________________________________

SECTION III. CANCEL A SIGNATURE AUTHORITY

CANCEL SIGNATURE AUTHORITY FOR____

Name Title

SECTION IV. SIGNATURES

SIGNATURE OF APPOINTING OFFICER (For Sections II & III) *DATE* *SIGNATURE OF DESIGNEE (required only for SECTION II)*

DHR USE ONLY

Data Entry Date Init Forwarded to Date

COMMENTS:

DEPARTMENT OF HUMAN RESOURCES SIGNATURE AUTHORIZATION CARD

DEPARTMENT NO/CODE ____________ DEPARTMENT NAME ____

SECTION I. DECLARATION OF APPOINTING OFFICER

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Signature ____ Date ______________

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☐ Employee Relations Documents ☐ Classification Request Transmittals & Other Classification Documents

☐ Other Correspondence *(specify)* ____

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Name Title

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SIGNATURE OF APPOINTING OFFICER (For Sections II & III) *DATE* *SIGNATURE OF DESIGNEE (required only for SECTION II)*

DHR USE ONLY

Data Entry Date Init Forwarded to Date

COMMENTS:

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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3/6/98

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MEMORANDUM
DHR No. 7 - 98

BOX 41
PUBLIC LIBRARY - MAIN LIBRARY M-2* A-1*
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: March 6, 1998

To: Department Heads
Personnel Officers

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman, Director
Employee Relations Division

Subject: **NOTICE TO UNREPRESENTED EMPLOYEES**

The Employee Relations Division of the Department of Human Resources has scheduled an additional meeting to meet and confer pursuant to Charter Section 8.409.1. with unrepresented City employees. In order to provide notification for affected unrepresented employees, the attached memorandum is being forwarded to your office for immediate posting. **Please post this Notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at all applicable work sites.**

For additional information, you may contact Janet Rogers at 557-4915. Thank you for your assistance and prompt attention to this request.

Attachment

unrep-no

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: March 6, 1998

To: Unrepresented Employees Covered under Ordinance No. 168-97

Through: Geoffrey L. Rothman, Director GLR
Employee Relations Division

From: Janet L. Rogers, Senior Personnel Analyst JLR
Employee Relations Division

Subject: **NOTICE TO MEET & CONFER PURSUANT TO CHARTER SECTION 8.409.1**

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section 8.409.4 of the Charter.

For those unrepresented employees covered under the current unrepresented ordinance (168-97) for FY 1997-98, an additional meeting has been scheduled to consider forms of compensation including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors pursuant to Section 8.409.1 of the Charter.

The following date and time has been reserved to meet with those noted, designated unrepresented employees who wish to meet and confer regarding the proposed forms of compensation specified above.

Date/Time: **Friday, March 27, 1998 - 11:45 am**

Location: Office of the Employee Relations Division
Department of Human Resources
44 Gough Street, Third Floor Conference Room
San Francisco, CA 94103

For additional information, you may contact Janet Rogers at (415) 557-4915.

Attachment

Unrep-n2

ATTACHMENT

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7389	METALSMITH
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8137	CHIEF VICTIM/WITNESS INVESTIGATOR
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8230	CHIEF MUSEUM GUARD
8247	EMERGENCY PLANNING COORDINATOR
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A046	TRANSIT LINE MANAGER
A047	WATER SUPPLY ENGINEER
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A611	ADMINISTRATOR, HEALTH INFORMATION SERVICES
A642	DIRECTOR OF PRISONER SERVICES
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AA56	PARKING CITATION HEARING OFFICER
AA63	ADMINISTRATIVE SECRETARY, PORT
AA77	DEPUTY DIRECTOR, OPERATIONS, DEPT. OF TRANSPORTATION
AA78	DEPUTY DIRECTOR, MAINTENANCE, DEPARTMENT OF TRANSPORTATION
AA79	DEPUTY DIRECTOR, ADMINISTRATION & FINANCE, DEPARTMENT OF TRANSPORTATIO
AA80	DEPUTY DIRECTOR, CAPITAL PROJECTS, DEPARTMENT OF TRANSPORTATION
AA81	EXECUTIVE DIRECTOR, ETHICS COMMISSION
AA84	DIRECTOR, DEPARTMENT OF TRANSPORTATION
AA85	ADMINISTRATIVE SECRETARY, TRANSPORTATION COMMISSION
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AB29	BUSINESS & ECONOMIC DEVELOPMENT DIRECTOR

AB31	EX. DIR., DEPT. OF THE ENVIRONMENT
AB32	DIRECTOR, YOUTH COMMISSION
AB37	ADMINISTRATOR OF PRISONER SERVICES
AB38	CRANE & ELEVATOR TECHNICIAN

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 8-~~97~~ 98

DATE: April 3, 1998

TO: Appointing Officers
Department Heads
Departmental Personnel Officers
Departmental EEO Officers

FROM: Andrea R. Gourdine
Human Resources Directors

SUBJECT: **SEXUAL HARASSMENT HELPLINE AND ELECTRONIC MAILBOX**

The Department of Human Resources is pleased to announce that the sexual harassment helpline for employees of the City and County of San Francisco is now in place. The telephone number of the helpline is **557-4900**. DHR EEO staff will answer calls during business hours, and voicemail messages left during other times will be returned on the next business day. In addition, DHR has also established a private electronic mailbox at **eeo-helpline@ci.sf.ca.us** for employees to make inquiries about sexual harassment. Please inform employees who have questions or complaints about sexual harassment to call the helpline or to contact us at the e-mail address. Enclosed is an informational poster on the helpline; please post it on employee bulletin boards in your department. Departmental personnel remain responsible for maintaining a harassment-free work environment and taking immediate corrective action.

Please also be reminded that, in compliance with the Charter, Section 10.103, all complaints of employment discrimination, including those filed in departments, are to be reported to me immediately. Enclosed is the form, Department Report of Employment Discrimination Complaint, which you can use to report a complaint to me. I will review each complaint and determine the appropriate course of action. Complaints of sexual harassment will be assigned to DHR EEO staff for investigation. In accordance with the Charter, the Human Resources Director reviews and resolves all complaints of employment discrimination, subject to appeal to the Civil Service Commission.

For more information and technical assistance, please feel free to contact Dorothy Yee, Acting EEO Manager, at 557-4982.

Enclosures

44 Gough Street • San Francisco, CA 94103-1233

CITY AND COUNTY OF SAN FRANCISCO   DEPARTMENT OF HUMAN RESOURCES

DEPARTMENT REPORT OF EMPLOYMENT DISCRIMINATION COMPLAINT

Return to: Dorothy Yee, DHR/EEO Division, 44 Gough Street, San Francisco, CA 94103

1. Complaint Filing Date: ____________________

2. Department/Worksite: ____

3. Complainant: ______________________________________ Tel. No. (Work) ____________

Address: ____ Tel. No. (Home) ____________

4. Complainant's Current Employment Status: (underline one) Classification: ____________

PCS   TCS   LT   NCS   PV   PE   TE   PROBATION   Not a City Employee

5. Basis of Discrimination:

- ☐ Race: ____________
- ☐ Color: ____________
- ☐ Religion: ____________
- ☐ Creed: ____________
- ☐ Sex: ____________
- ☐ National Origin: ____________
- ☐ Ethnicity: ____________
- ☐ Age: ____________
- ☐ Disability/Medical Condition: ____________
- ☐ Political Affiliation: ____________
- ☐ Sexual Orientation: ____________
- ☐ Ancestry: ____________
- ☐ Marital or Domestic Partner Status: ____________
- ☐ Gender Identity: ____________
- ☐ Parental Status: ____________
- ☐ Other Non-Merit Factors: ____________
- ☐ Retaliation: ____________

6. Issue complained of:

- ☐ Denial of Employment
- ☐ Denial of Training
- ☐ Denial of Promotion
- ☐ Denial of Reasonable Accommodation
- ☐ Termination
- ☐ Lay-off
- ☐ Constructive Discharge
- ☐ Disciplinary Action
- ☐ Harassment
- ☐ Work Assignment
- ☐ Sexual Harassment
- ☐ Compensation
- ☐ Other: Specify: ____________________

____

7. Describe the circumstances of the alleged discrimination. (Attach letter of complaint) Please include date(s) of adverse employment action(s).

____

____

____

____

____

____

____

____

*8. What steps does the department recommend to be taken to address this complaint? i.e. Investigation, alternative dispute resolution, dismissal?

____

____

____

____

____

*8a. Name and position of staff who will implement recommended steps.

____

9. Completed by: ______________________Tel. No.__________ Date:__________
Address: ____

*10. Please notify DHR/EEO in written form immediately upon resolution of this complaint.

*Subject to the Human Resources Director's approval.

****

Human Resources Director Review EEO File Number: ______________

/__/ Approve department's recommendations for addressing complaint. Proceed and notify HR Director of actions, findings, and recommendations for resolution.

/__/ Complaint is assigned by HR Director to: ______________________________
and/or the following actions are to be taken:

____

____

____

/__/ Other: ____

______________________________ ______________________________
for Andrea Gourdine, HR Director Date

I:\share/eeo/compfrm2.wpd 11/18/96

SF City Employees: Have you been sexually harassed?

CALL THE SEXUAL HARASSMENT HELPLINE!

HELPLINE: 557-4900

Sexual harassment is against the law! It is unwelcome behavior of a sexual or sex-based nature that is made a condition of employment, or creates a hostile work environment. Sexual harassment is prohibited gender discrimination, a violation of federal, state, and local laws.

Call 557-4900 to find out:

- How to get help
- How to help yourself
- How to file a complaint
- More information about sexual harassment.

Call anytime. Calls will be returned by the next business day.

Inquiries can also be filed by e-mail (eeo-helpline@ci.sf.ca.us), by fax (557-4803), or by mail (Department of Human Resources, 44 Gough Street, SF 94103).

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

SF
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#1
4/8/98

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San Francisco, CA 94102

MEMORANDUM
DHR No. 9-98

Date: April 8, 1998

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To: Departmental Personnel Officers
Departmental Personnel Staff
Personal Services Contract (PSC) Coordinators
Designated Department Representatives
(DDR, Dept. of Transportation Drug and Alcohol Testing Program)

From: Andrea R. Gourdine
Human Resources Director

Subject: Reorganization and Assignments of Internal Services Staff Analysts

As part of an overall effort of the Department of Human Resources to provide more efficient professional human resources services to departments, I am reorganizing the Internal Services Unit of the Administrative Services Division effective April 20, 1998. Staff persons in the unit will be assigned to specific departments in multiple functional areas.

The three Senior Personnel Analysts will each be providing advice to departments and reviewing departmental requests and actions in the following areas:

Disciplinary Separations and Suspensions
Restrictions on Future Employability
Personal Services Contracts
Drug and Alcohol Testing Program (for departments subject to DOT/FHWA)
Review of Requests for Medical Examinations
Requests for Leaves, FMLA
Other In-Service Issues and Questions

Please consult with the analyst assigned to your department for advice on policies and procedures in the above listed areas. The staff assignments are noted on the reverse of this memorandum.

The staff is supported by Stephanie Chan, Personnel Technician, is supervised by Linda Lee, Principal Personnel Analyst, and under the management of Marsha Ramirez, Deputy Director.

Please note that your assigned MSS staff analyst will continue to respond to your questions and issues regarding requisitions, position classification, recruitment, selection and examinations.

DHR Administrative Services Division- Internal Services
Departmental Assignments for Senior Analysts

Cynthia Hamada 557-4932

03 City Attorney
06 Sheriff*
07 Unified School District*
28 Arts Commission
60 Academy of Sciences
62 Asian Art Museum
65 Rent Arbitration Board
90 Public Works*
04 District Attorney
14 Community College
27 Airports Commission*
31 Fire*
61 Fine Arts Museums
63 Law Library
75 Telecommunications & Information Services*

Gilda Cassanego 557-4859

05 Public Defender
11 Trial Courts
35 Public Transportation
38 Police
41 Public Library
44 Retirement
71 Real Estate
80 Registrar of Voters
08 Tax Collector/Treasurer
25 Mayor's Office
36 Parking & Traffic
39 Port*
42 Recreation & Park*
46 War Memorial
79 Public Administrator/ Public Guardian
91 Purchasing*

Gerry Redmond 557-4863

01 Board of Supervisors
09 Controller
13 Adult Probation
19 Building Inspection
29 Planning
33 Human Resources
37 Board of Appeals
45 Human Services
70 City Administrator
74 Coroner/ Medical Examiner
93 Convention Facilities
02 Assessor
12 Juvenile Probation
18 Ethics Commission
26 Commission on Aging
30 Civil Service Commission
34 Human Rights Commission
40 Public Utilities (includes 32, 40, 47, 92)*
48 Comm. on the Status of Women
72 County Agriculture
76 Animal Care & Control
81,82 Public Health (formerly 83, 85, 86, 87)

*denotes that department has positions subject to DOT/FHWA Regulations

Personnel Technician: Stephanie Chan - 557-4829
Program Manager: Linda Lee - 557-4924
Division Manager: Marsha Ramirez – 557-4815

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

DHR No. 10-98

Date: April 27, 1998

To: Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Proposed Changes in Practice and Procedures for the Certification of Eligibles to Positions**

BACKGROUND

Civil Service Commission Rule 13, Certification of Eligibles, states that the names of eligibles shall be certified to the appointing officer to fill vacancies. This concept is consistently stated whether one is making a Rule of One, Rule of Three Scores, or Rule of the List appointment. Although the Certification Rule is silent on this point, it has been the practice for more than thirty years to also send notification of the certification to each eligible being certified. This practice stems from prior regulations where the Rule of One was the standard. With a Rule Of One certification, the eligible had an absolute right to the position and therefore had to be notified of the vacancy. When the Commission broadened the certification rules, the practice of notifying eligibles continued, though not required by rule.

The practice of notifying eligibles is overly burdensome in particular for the Rule of the List certifications involving hundreds of eligibles coupled with large numbers of positions to be filled. In this case, in addition to the notice to the department, each eligible is notified for each vacancy. The eligible is required to call each department with a vacancy and to return a document to the Certification Office. If the eligible fails to follow instructions properly or does not respond, the eligible is penalized. The department must answer a call from each eligible and return documents to the Certification Office recording the response of each eligible. In this case, if there were 200 eligibles and 50 positions involved in the certification, a minimum of 10,000 updates to the eligible list history need to be posted. If there is another vacancy a month later, the entire process must be repeated.

In addition, while a hiring cycle is in process, any new vacancies cannot be certified until that cycle is concluded. Appointments to positions are often delayed as a result. Clearly, this cumbersome process does not provide for the timely and efficient filling of vacant positions.

Revised Practice

The Department of Human Resources plans to adopt the following practice:

- When a personnel requisition is received, the Certification Office identifies the names of the eligibles who may be considered and hired and "refers" (certifies) those names to the appointing officer. The eligibles will not receive any notice that their names have been referred. The appointing officer is responsible for contacting all, or a portion, of the eligibles as determined by the specific certification rule being applied and conducting a selection process. If another personnel requisition is received for another department, the names of the eligibles can be released to that department without the initial certification having to be resolved as was the past practice.

- Once a selection is made, the appointing officer will notify the Certification Office of the appointment. Since the Certification Office will not notify the eligibles, the eligibles will not be required to call the departments or return documents. Therefore, eligibles will not be subject to being placed under waiver for lack of response as with the case of past practice when eligibles received notification.

This revised practice should significantly reduce the amount of time in which vacant positions can be filled by reducing the amount of high volume transaction processing/record maintenance required in keeping a history of eligible responses to certification notices. Additionally, the rights of the eligibles are not affected given that they are not subject to punitive action, i.e., placed under waiver for failure to respond to the notice for each and every vacant position.

Requests for Information

Requests for additional information or clarification regarding these procedures by any individual group, or organization may be directed to:

Marsha Ramirez
Deputy Director, Administrative Services
Department of Human Resources
44 Gough Street
San Francisco, CA 94103
(415) 557-4815

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

DHR No. 10-98

DATE: April 9, 1998

TO: All Department Heads
Employees Represented by MEA
Department Personnel Officers

FROM: Andrea Gourdine, Chair
Human Resources Director

SUBJECT: **Pay-for-Performance Program Update**

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The following are answers to frequently asked questions regarding participation in the Pay-for-Performance program:

- Employees in both the Executive Management and Management (including Special Assistant) units should be evaluated by April 15, 1998.

- Management Unit employees do not need to submit their goals and objectives for review by the Executive Compensation Committee. The current MOU provides that "[i]n 1997-98, members of the Management Unit shall have their evaluation results decided by their Department Heads, whose decision will be final." Department heads should review evaluations for consistency within each department.

- After evaluations are completed and approved, a copy of evaluation materials should be provided to the department personnel officer for each employee's personnel file.

- Personnel officers should submit to DHR, for each MEA employee in the department, a completed *Management Performance Review Rating Summary* form, which shows the computation of the employee's numerical average rating. These summary forms should be delivered by Friday, May 1, 1998 to:

MEA Performance Program
Employee Relations Division
Department of Human Resources
44 Gough Street
San Francisco, CA 94103

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 11 - 98

Date: April 17, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective ***May 2, 1998***.

Classification	**Unit Assignment**	**Certified Representative**
2742 General Services Supervisor	M	Municipal Executives Association (MEA) (EGC:0351)
4333 Senior Investment Officer	M	. . .
7389 Metalsmith	1 – II	Ironworkers, Local 377 (EGC:0377)

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

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44 Gough Street • San Francisco, CA 94103-1233

for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding the assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organizations listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignments.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Fred Howell, Health Service System
chron file

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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May 13, 1998 Memo

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To: Departmental Personnel Officers
Departmental Personnel and Payroll Staff

From: Kate Favetti
Executive Officer, Civil Service Commission

Andrea R. Gourdine
Human Resources Director

Subject: Orientation to Policy and Procedures for CSC Rule 17 – Probationary Period

At its meeting of March 16, 1998, the Civil Service Commission adopted new language for Rule 17 – Probationary Period. The changes in the newly adopted Rule apply to employees who started work in a probationary status on or after March 16, 1998.

Members of the Civil Service Commission staff and Department of Human Resources staff are jointly presenting an orientation session to explain the changes in the Rule, the implementation of procedures, and the use of new forms related to the probationary period.

Departmental personnel professionals, as well as payroll and clerical staff who process employee appointments and separations, complete personnel records related to probation, and provide information to new employees are encouraged to attend one of the following sessions:

Date	Time	Location
Thursday, June 4	10:30 AM to Noon	Room 300 A/B, 44 Gough Street
Thursday, June 4	1:30 PM to 3:00 PM	Room 300 A/B, 44 Gough Street
Monday, June 8	10:30 AM to Noon	Training Room 105, 44 Gough Street
Monday, June 8	1:30 PM to 3:00 PM	Training Room 105, 44 Gough Street

Please call Kathy Luhman at 557-4843 to confirm the number of attendees from your department and the date/time attending. Your RSVP will help us provide adequate seating and handouts for all participants.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

DHR No. 12-98

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Date: May 15, 1998

To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

From: Andrea R. Gourdine
Human Resources Director

Edward M. Harrington
Controller

Subject: Policy on the Use of Personnel Requisitions

We now have a year of experience working with the requisition policy issued in March 1997. After listening to the issues and concerns with requisitions brought to our attention by departmental personnel staff, we have decided to make changes in the policy to allow departments more flexibility to expedite personnel functions. Two changes in policy which should assist departments are:

- As-needed requisitions may be valid for 12 months, or the end of the fiscal year, whichever is earlier. (See page 5)
- Requisition modifications may be used to change DP requisitions to P requisitions. (See page 3)

As we advised departments previously, there will be no automatic extension of temporary requisitions. With few exceptions, all temporary requisitions will expire June 30, 1998. Some permanent or declared permanent requisitions may also expire at that time. You are reminded that temporary requisitions should not extend beyond six months. Departments should not be issuing modification forms to extend temporary requisitions beyond a six month period.

Statement of Policy

Departments must accurately reflect positions and funding sources in their budgets and on requisitions. According the 1998/99 Budget Instructions. The duration of temporary positions cannot exceed six months. Requisitions which continue beyond six months will be canceled. Positions expected to last longer than six months must be budgeted as permanent salaries…" This is true for all funding sources, including grants, projects, or other off-budget sources. All positions budgeted in permanent salaries will have fringe benefits computed based on the full-time equivalent and will be listed in the Annual Budget and the Annual Salary Ordinance.

Temporary requisitions must have a duration of six months or less. These positions may have either a regular work schedule or an as-needed work schedule.

GENERAL GUIDELINES

1. Departments are responsible for monitoring their requisitions. All active employees must be appointed to valid requisitions. Available valid requisitions will be certified to eligibles on civil service lists if no timely cancellation notice is received in DHR.

2. Permanent, Permanent-Exempt, and Declared Permanent requisitions may have a duration date. Either departments or DHR staff may put a duration on a requisition. At the end of the duration the requisition expires, unless extended.

3. Permanent and Declared Permanent requisitions can be used for single positions. Temporary requisitions may be issued for multiple positions.

4. As-needed requisitions may be issued for a 12-month period, to coincide with the Fiscal Year.

5. All other temporary requisitions shall be limited to six months' duration, and may not be extended.

6. When an employee is terminated, dismissed, released during probation, or has resigned with services unsatisfactory, or an automatic resignation has been submitted, the requisition remains valid and does not need to be reissued.

7. When a non-permanent appointee (PV, NCS, or LT) is separated from a permanent or declared-permanent requisition, the requisition remains valid and does not need to be reissued.

8. When a TCS, provisional, limited tenure or non civil service appointment ends or an employee is reassigned from a temporary requisition, the requisition is no longer valid.

9. When a TCS, provisional, limited tenure or non civil service appointment ends or an employee is reassigned from a temporary requisition with multiple positions, other than as-needed requisitions, the position (slot) on that requisition is canceled.

10. When a PV or NCS employee separates from an as-needed requisition, the position may be refilled for any remaining duration on the requisition.

REQUISITION TYPES

Permanent

Permanent funding sources include anything budgeted in permanent salaries, including grant, work order, and project positions.

P Permanent: A Permanent (P) requisition should be issued against any permanently-funded position that has been classified and is not encumbered. Permanent requisitions generally have no duration date. However, if an ending date is known, it may be entered on the requisition. Requisitions for positions that are subject to classification (SC) may be issued as Permanent if approved by your Department of Human Resources (DHR) Merit Systems Service (MSS) Team Analyst. To expedite processing for SC positions, the required documentation must be submitted in advance of the requisition.

A Requisition Modification Form may be used to change funds, to add or remove special conditions, or to extend time.

DP Declared Permanent: Declared permanent (DP) requisitions may be issued against any permanently-funded position if:

1. an incumbent of the position is on leave from the position, e.g., leave to accept another non-permanent civil service city position, on indefinite, long term medical leave, or on personal leave of six months or longer.
2. the position is unclassified and a major classification study is in progress or budget changes must occur to implement classification recommendations;
3. the position is TX'd, where the funding class is different from the requested class. DHR staff will review any TX'd position and will enter a duration date, generally to coincide with the end of the fiscal year. It is required that the position be budgeted in the appropriate class in the subsequent fiscal year.

If circumstances warrant, either the department staff or DHR staff may enter a duration date on a declared-permanent requisition.

For DP requisitions, a Requisition Modification Form may be used to change funds, add or remove special conditions or extend time. It may also be used to change a DP requisition to a P requisition when the nature of the vacancy changes. Examples include cases when a requisition is classified to the same class as that on the requisition, or, if a previously encumbered position is no longer encumbered. In order to change a DP requisition to a P requisition, in Section 4 of the Requisition Modification Form, (CSC 6-12b) (Rev 1-86), under Reason, type "Change to P" then type in the reason for the change.

PE Permanent Exempt under Charter Section 10.104: A Permanent Exempt (PE) requisition should be issued against any permanently-funded position that is determined to be exempt under Charter Section 10.104.

A Permanent Exempt requisition may have a duration date.

A Requisition Modification Form may be used to change funds or extend time.

TE Temporary Exempt: A Temporary Exempt (TE) requisition may be issued against permanent funds only for a position that is determined to be exempt under Charter Section 10.104.

Charter Section 10.104-16 and 17 permit departments to appoint exempt temporary and seasonal employees (not to exceed the equivalent of half-time during any fiscal year) or to fill a position where a PCS incumbent is on a definite leave of absence with an exempt appointment. In accordance with Civil Service Commission policy (Memorandum No. 96-08) [see attached], these requisitions may be approved in increments of up to six months. To make an exempt appointment under these conditions, the Human Resources Director must also determine that it would not be practical to fill the positions from civil service eligible lists.

A Requisition Modification Form may be used to change funds or to extend time if the Charter-specified duration has not been reached and DHR MSS staff approves the request.

Requisition with Temporary Funding Sources

T Temporary requisitions: temporary funding can be used to issue temporary requisitions with a limit of six months or until the end of the Fiscal Year, whichever occurs first.

Temporary requisitions may be used for seasonal hiring in place of temporary exempt requisitions, permitted in Charter Section 10.104.16. Temporary (T) requisitions for seasonal employment may not exceed six months' duration; however, subject to approval by the Controller, seasonal temporary requisitions may have a duration date beyond the end of the Fiscal Year. For example, requisitions for Camp Assistants may be issued for the period June 1 through September 1.

Temporary (T) requisitions for positions with as-needed work schedules shall be for a period of twelve months or less, and may not exceed the end of the Fiscal Year. If an as-needed employee is separated prior to the expiration date of the requisition, the position may be refilled for the remaining duration of the requisition. As a reminder, as-needed employees may not work more than 1040 hours in a fiscal or calendar year.

Temporary requisitions (T), [other than as-needed] with multiple positions may be issued for up to six months' duration. No refill of a position (slot) will be allowed when a TCS appointee vacates a position.

A Requisition Modification Form may be used to add or remove special conditions, or to extend time if the time limits allowed for the type of requisition have not been reached, e.g. a temporary requisition issued for three months may be extended an additional three months.

TE Temporary Exempt requisitions: A temporary exempt (TE) requisition may be issued against temporary funds only for a position that is determined to be exempt under Charter Section 10.104.

In accordance with Civil Service Commission policy (Memorandum No. 96-08), requisitions may be issued against temporary funds only for a position that is determined to be exempt under Charter Sections 10.104-16 and 10.104-17. Charter 10.104-16 and 17 permit departments to appoint exempt temporary and seasonal employees (not to exceed the equivalent of half-time during any fiscal year) or to replace a position where an incumbent is on a definite leave of absence with an exempt appointment. To make any exempt appointment under these conditions, the Human Resources Director must also determine that it would be impractical to fill the positions from civil service eligible lists.

Temporary Exempt (TE) requisitions for positions with as-needed work schedules shall be for a period of twelve months or less, and may not exceed the end of the Fiscal Year. Employees appointed as temporary exempt may not work more than 1040 hours in a fiscal or calendar year. When a TE as-needed employee separates, the requisition (or slot on a multiple requisition), is no longer valid.

A Requisition Modification Form may be used to change funds, or, if allowed under the CSC policy (Memorandum No. 96-08), to extend time.

Preparation and Processing of Replacement Requisitions for Fiscal Year 1998/99

If funding will be available in Fiscal Year 1998/99, departments should begin to issue new requisitions to replace those expiring on June 30, 1998. To assist in the process of monitoring requisitions you may produce, from HRIS, a list of all requisitions currently in your department that will expire within 90 days. In order to print the report:

1. Go to the HRIS start up screen.
2. In HRIS, click on "reports" on the menu bar.
3. Click on "run reports" on the drop down screen.
4. Click on the "expiring requisitions" button.
5. Enter your department number.
6. Leave the class number blank if you want a report on all requisitions within your department.
7. Enter a start date. (Enter the current date if you want all requisitions expiring in the next 90 days.) Note that the report will not show requisitions that expired prior to the date you run the report.
8. Click on the "run" button.

If you do not have access to HRIS you may contact your assigned MSS analyst, who can send the report to you.

We have attached a quick reference chart summarizing the information in this memorandum for your convenience. Also attached is a copy of the Charter Section 10.104. Questions on this policy should be directed according to subject:

Types of Requisitions, Classification and Charter Exemptions	Assigned MSS Team Analyst*
Funding and Budget:	Controller's Fund Accountant
Provisional Appointments and Oral Authorizations	DHR-EEO 557-4837
Other Appointments and Certifications	Vernon Nulph 557-4849
Other questions:	Linda Lee 557-4924

*Call 557-4923 if you do not know the name of your assigned analyst.

Attachments

(5-98 REV)

REQUISITIONS: Quick Reference Table

I. Permanent Funding Types

Permanent Salaries Type	Requisition Type	Note	Duration Date	Work Schedule Notes	Modification(s) Allowed	Comments
ASO budgeted permanent, classified position	P- Permanent	May be grant or project funds designated to go beyond 6 mos.	No Date Required	Cannot be As Needed	Change Funds or Special Conditions	
ASO budgeted permanent position, SC, subject to classification	P- Permanent or DP - Declared Permanent	Approval by DHR Operations Team analyst required prior to issuing	No Date, or may have expiration date set by DHR-OPS	Cannot be As Needed	Change Funds or Special Conditions Extend Duration Change DP to P	DHR-OPS requires documentation to complete classification review
ASO budgeted permanent, classified position	DP - Declared Permanent	Vice incumbent on indefinite leave	No Date, or dept sets based on end of leave	Cannot be As Needed	Change Funds or Special Conditions Extend Duration Change DP to P	May be used when incumbent is on indefinite leave
ASO budgeted	DP - Declared Permanent , Diverted Fund Source (TX)	Funded class is different from requested class	Date will generally not go beyond fiscal year end	Cannot be As Needed	Change Funds or Special Conditions Extend Duration	Positions are to be budgeted in appropriate class in subsequent fiscal year
ASO budgeted permanent	PE - Permanent Exempt	Indicate Charter 10.104 exempt category	No Date, or date set by DHR-OPS or by dept.		Change Funds	May be funded by diverted funds (TX)
Permanent Salaries	TE - Temporary Exempt	Indicate Charter 10.104 exempt category	6 months		Change Funds or Extend Time	Total duration may be limited by Charter

II. Temporary Funding Types

Temporary Salaries	T - Temporary	Funded for 6 mos. or less	6 months or end of Fiscal Year, whichever is sooner	May be AsNeeded	Special Conditions	Cannot cross Fiscal Years
Temporary Salaries-Seasonal Employment	T - Temporary	Seasonal assignment, not beyond 6 mos.	6 months maximum, season may extend beyond the Fiscal Year	May be AsNeeded	Special Conditions	Controllers approval required to carry over between Fiscal Years
Temporary Salaries	TE- Temporary Exempt	Indicate Charter 10.104 exempt category	Date must not be beyond 6 mos from Date to Report	May be AsNeeded	Change Funds	

Revised: May 15, 1998

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

MEMORANDUM
CSC No. 96-08

Date: June 5, 1996

To: Department Heads
Personnel Officers
Departmental Personnel Representatives

From: Albert C. Walker
Executive Officer

SUBJECT: **Appointments Exempt from Civil Service Under the 1996 Charter**

Section 10.104 of the 1996 Charter (Attachment A) provides that all employments in the City and County government will be filled through the civil service selection process except those that it specifically excludes from these selection procedures.

Section 10.104 contains 19 categories of exempt appointments trifurcated as follows:

Group 1: Charter Sections 10.104-1 through 10.104-12
Group 2: Charter Sections 10.104-13 through 10.104-15
Group 3: Charter Sections 10.104-16 through 10.104-19

Group 1 has 12 categories of exemptions ranging from new authorizations (e.g., "all supervisory and policy-level positions within the office of the Mayor and the office of the City Administrator") to the continuation of many of the exemptions authorized by the 1932 Charter (e.g., Commission secretaries; department heads; members of boards and commissions; et al.)

Group 2 has three categories of exemptions all continuing those allowed under the 1932 Charter (e.g., attorneys; most physicians and dentists; Retirement System actuary; Assistant Sheriff; at al.)

Group 3 relates to part-time, seasonal, temporary, substitute, and disabled exemptions and is a blend of both old and new exemptions with, in some cases, modifications to the 1932 Charter authorization.

Group 1 (Charter Sections 10.104-1 thru 10.104-12)

The Civil Service Commission has previously processed the Group 1 exceptions by taking two actions. First, the Commission adopted a proposed Rules change on May 6, 1996 which added Article VII - Exempt Appointment, to Civil Service Commission Rule 14 - Appointments. This Rules change added Section 14.45 - Exclusions from Civil Service Appointment, to the Rules which contains a comprehensive definition of exempt appointment. This Rules amendment is effective on July 1, 1996. A Rules change amendment will be issued later this month.

Second, the Commission posted a proposed amendment to Civil Service Commission Rule 14 - Appointments, Article VII - Exempt Appointment, adding new Section 14.46 - Charter Limit on Certain Categories of Exempt Appointments. This proposed amendment would implement the Charter authorization for exceeding the Charter-imposed limitation on the number of positions to be exempted in the Group I categories.

The Commission ordered that this proposed amendment be forwarded to the Department of Human Resources - Employee Relations Division for circulation to employee organizations for meet and confer. Meet and confer on this proposed amendment commences on June 11, 1996. This Rules change is also subject to approval of the Board of Supervisors.

Group 2 (Charter Sections 10.104-13 thru 10.104-15

This group of authorizations for exempt appointment requires no action by the Civil Service Commission.

Group 3 (Charter Sections 10.104-16 thru 10.104-19)

At its meeting of June 3, 1996, the Civil Service Commission considered the implementation of the four categories in the Group 3 exemptions. It was the decision of the Civil Service Commission that the Group 3 exemptions be implemented in two ways.

First, the exemptions authorized by Charter Section 10.104-19 relating to the employment of persons who are severely disabled is carried forward from existing Charter Section 8.300. This Charter section was implemented through Civil Service Commission Rule 15 - Exempt Employment of Individuals Who are Severely Disabled. As this Rule remains in effect and is operative, no further action is required by the Civil Service Commission to effect Charter Section 10.104-19. Commission staff will be reissuing certain pages of Rule 15 so that the Rule references the appropriate section of the new Charter.

Second, on June 3, 1996 the Civil Service Commission established and adopted Procedures and Guidelines to implement the three remaining categories of the Group 3 exemptions (Charter Sections 10.104-16; 10.104-17; and 10.104-18). A copy of the Procedures and Guidelines is attached (Attachment B).

The Human Resources Director may act on departmental written requests for these types of exemptions. The Procedures and Guidelines requires the Human Resources Director to issue instructions to the departments to provide for the expeditious processing of departmental requests for Group 3 exemptions. All decisions of the Human Resources Director are appealable to the Civil Service Commission. In addition, the Human Resources Director must provide the Civil Service Commission with a written monthly report on all transactions processed under the Procedures and Guidelines.

Please call me at 554-4747, if there are questions about these Procedures and Guidelines. Instructions from the Human Resources Director for requesting Group 3 exemptions will follow shortly.

CIVIL SERVICE COMMISSION

ALBERT C. WALKER
Executive Officer

Sec. 10.104. EXCLUSIONS FROM CIVIL SERVICE APPOINTMENT.

All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority:

1. All supervisory and policy-level positions within the office of the Mayor and the office of the City Administrator;

2. All elected officers of the City and County and their chief deputies or chief assistants;

3. All members of commissions, boards and advisory committees;

4. Not more than one commission secretary for each commission or board;

5. All heads of agencies and departments, unless otherwise provided for herein;

6. All non-uniformed deputy heads of departments;

7. All uniformed deputy heads of departments, police commanders and Fire Chief's aides;

8. Not more than one confidential secretary and executive assistant in each department and agency;

9. The Clerk of the Board of Supervisors, legislative analyst and assistants to the members of the Board of Supervisors;

10. All paraprofessional aides of the Unified School District and teaching instructional aides of the Community College District;

11. Persons employed in positions outside the City and County upon construction work being performed by the City and County when such positions are exempted from the classified civil service by an order of the civil service commission;

12. Persons employed in positions in any department for expert professional temporary services, when such positions are exempted from said classified civil service for a specified period of said temporary service by order of the civil service commission.

The proportion of full-time employees in the above exempt categories to the total number of civil service employees of the City and County shall not be greater than such proportion as existed on July 1, 1994, unless modified by Civil Service Commission rule, approved by the Board of Supervisors.

13. All attorneys, including an attorney to the Sheriff and an attorney for the Tax Collector, City Attorney's and District Attorney's investigators, hospital chief administrators, physicians and dentists serving in their professional capacity (except those physicians and dentists whose duties are significantly administrative or supervisory);

14. The law librarian, assistant law librarians, bookbinder of the Law Library, purchaser, curators, Assistant Sheriff, Deputy Port Director, Chief of the Bureau of Maritime Affairs, Director of Administration and Finance of the Port, Port Sales manager, Port Traffic Manager, Chief Wharfinger, Port Commercial Property Manager, Actuary of the Employee's Retirement System, Director of the Zoo, Chief Veterinarian of the Zoo, Director of the Arboretum and Botanical Garden, Director of Employee Relations, Health Service Administrator, Executive Assistant to the Human Services Director, and any other positions designated as exempt under the 1932 Charter, as amended;

15. Positions determined by the Controller and approved annually by the Board of Supervisors to be positions where the work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County, except where such work or services are required to be performed by officers or employees of the City and County under the provisions of this Charter or other applicable law.

In addition, with the approval of the Civil Service Commission, exempt employees shall include:

16. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures;

17. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures;

18. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular civil service procedures; and

19. Entry level positions designated by an appointing officer with approval of the Civil Service Commission for persons who met minimum qualifications and are certified as blind or severely disabled; persons so appointed whose job performance is rated satisfactory by their appointing officer shall after one year of continuous service acquire Civil Service status.

Procedures and Guidelines for Making Exempt Appointments Under Charter Sections 10.104-16; 10.104-17; and 10.104-18.

Adopted by the Civil Service Commission on June 3, 1996; effective July 1, 1996

The Civil Service Commission authorizes the Human Resources Director to develop and promulgate departmental instructions to implement these Procedures and Guidelines. The Civil Service Commission further authorizes the Human Resources Director to review written requests from appointing officers or their designees for exemptions under Charter Sections 10.104-16; 10.104-17; and 10.104-18 subject to the following conditions and standards. The Civil Service Commission may amend these Procedures and Guidelines at any time. All decisions of the Human Resources Director made under these Procedures and Guidelines are appealable to the Civil Service Commission. The decision of the Civil Service Commission on the appeal shall be final.

A. Limited Duration Exemption (Charter Section 10.104-16)

1. Appointments shall be to either "temporary" or "seasonal" positions;
2. No person shall exceed 1040 hours of employment under limited duration exempt appointment in any fiscal year;
3. All appointees shall possess the minimum requirements for the class as established by the last examination announcement for the class;
4. The Human Resources Director shall certify that it is not practicable to fill the position or positions for which exemption is requested from a civil service eligible list;
5. A position once exempted under this section shall not be offered to eligibles or holdovers;
6. All appointments authorized under this section shall be "temporary exempt;"
7. Commencing with the Civil Service Commission meeting of August 19, 1995 for transactions processed through July 31, 1997, the Human Resources Director shall report to the Civil Service Commission in writing on a monthly basis detailing the appointments authorized under this section.

B. Substitute Exemption (Charter Section 10.104-17)

1. An appointment proposed for exemption under this section shall be for a replacement or substitute for a civil service employee on an authorized leave of absence;

2. The Human Resources Director may approve an appointment in increments of up to 1040 hours (six months); however, the appointment shall not exceed a maximum duration of 4160 hours; or a total of four six-months increments;

3. All appointees shall possess the minimum requirements for the class as established by the last examination announcement for the class;

4. The Human Resources Director shall certify that it is not practicable to fill the position or positions for which exemption is requested from a regular civil service eligible list;

5. A permanent holdover may displace an appointee occupying a position exempted under this section;

6. An appointment authorized under this section may be either "permanent exempt" or "temporary exempt;"

7. Commencing with the Civil Service Commission meeting of August 19, 1996 for transactions processed through July 31, 1997, the Human Resources Director shall report to the Civil Service Commission in writing on a monthly basis detailing the appointments authorized under this section.

C. Special Project Exemption (Charter Section 10.104-18)

1. An appointment authorized for exemption under this section must be to a position created for or dedicated to a special project or for professional services;

2. Funding for appointments authorized under this section shall be for a limited term, e.g., a grant or a "one-time only" appropriation for a specific or special purpose;

3. All appointees shall possess the minimum requirements for the class as established by the last examination announcement for the class;

4. The Human Resources Director shall certify that it is not practicable to fill the position or positions for which exemption is requested from a civil service eligible list;

5. A position once exempted under this section shall not be offered to eligibles or holdovers;

6. Appointments authorized under this section may be either "permanent exempt" or "temporary exempt;"

7. The Human Resources Director shall report to the Civil Service Commission in writing on a monthly basis detailing all appointments authorized under this section.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 14 - 98

Date: June 8, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective ***June 13, 1998***.

Classification	**Unit Assignment**	**Certified Representative**
4331 Security Analyst	8 - H	United Public Employees, Local 790, SEIU (EGC:0790)
5140 Manager, Bureau of System Planning & Regulatory Compliance	M	Municipal Executives Assoc. (MEA) (EGC:0351)

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

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44 Gough Street • San Francisco, CA 94103-1233

for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding the assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organizations listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignments.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 15-98

Date: June 8, 1998

To:
Department Heads
Departmental Personnel Officers
Personnel Representatives
Employee Organization Representatives

From:
Andrea R. Gourdine
Human Resources Director

Subject: **Effective Date for Change in the Practice and Procedures for the Certification of Eligibles to Positions**

On April 27, 1998 I issued DHR Memorandum No. 10-98 describing proposed changes to the procedures for certification of eligibles from lists to vacancies in departments. The revisions were designed to significantly reduce the amount of time needed to fill vacant positions, and reduce the high volume of transaction processing and records maintenance for certain certifications.

This memo is to inform you that the changes will be effective for certifications issued beginning **July 1, 1998**. To summarize the new practices:

- When a personnel requisition is received, the DHR Certification Office will identify the names of the eligibles who may be considered for hire and "refers" (certifies) those names to the appointing officer. The eligibles will not be notified that their names have been referred. The appointing officer will be responsible for contacting all, or a portion, of the eligibles as determined by the specific certification rule being applied and conducting a selection process.

- Subsequently when personnel requisitions are received for another department, the names of eligibles will be referred upon receipt. A pending selection decision from a certification to one department will not delay referral of names to other departments.

- When a selection is made, the appointing officer will notify the Certification Office of the eligible selected. Since the eligibles will not receive a notice from DHR they will not be required to call the departments or return documents to DHR. Therefore, eligibles will no longer be penalized for failure to comply with the response procedures which are currently required.

Detailed procedures to implement these changes will be distributed to departmental personnel offices in the near future. If you have general questions regarding these practices please call Vernon Nulph, Program Manager, at 557-4849 or Pat Pon, Certification Supervisor, 557-4816.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 16-98

DATE: June 8, 1998

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: EXTENSION OF TEMPORARY APPOINTMENTS

This memorandum is to notify you that certain temporary appointments will be extended to December 31, 1998 and that all other temporary appointments will expire on June 30, 1998 unless departments take specific action to extend them.

1. Appointments that will be 'automatically' extended to December 31, 1998 must:

- be active temporary civil service (TCS), limited tenure (LT), non-civil service (NCS), or provisional (PV) appointments with appointment expiration date of June 30, 1998; and not be OA type 'F'; and,

- be on active permanent or declared permanent requisitions, with no expiration date, or an expiration date of 12/31/98 or later.

  If a department does not want an appointment which meets these criteria to be extended to 12/31/98, the department must submit a separation report or contact DHR as noted below.

2. To extend a temporary appointment on a permanent or declared permanent requisition with a specific expiration date prior to 12/31/98, the department must submit a requisition modification to extend the duration of the requisition, and contact DHR to extend the duration of the existing temporary appointment.

3. All other temporary appointments are scheduled to expire on June 30, 1998.

   Temporary appointments on temporary requisitions expiring on 6/30/98 will not be extended. To continue employment, the temporary appointment must be reassigned to a valid permanent, declared permanent, or temporary requisition. To reassign a temporary appointment from one requisition onto another requisition, use the appropriate box on the requisition form or DHR Separation Report.

For more information on the policies and guidelines on the use of personnel requisitions, please refer to the May 15, 1998 Department of Human Resources Memorandum No.12-98. Questions on extension of provisional (PV) and non-civil service (NCS) appointments should be directed to the DHR EEO Division at 557-4837. Questions on the extension of all other temporary appointments should be directed to Vernon Nulph at 557-4849. Questions on requisitions are to be directed to the DHR MSS team analyst assigned to the department.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM

DHR No. 16 - 98

Date: June 17, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT REASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, classification 0710 Court Reporter, Superior Court is hereby reassigned from Superior Court Bargaining Unit SC-3 to Superior Court Bargaining Unit SC-5. Class 0710 is currently unrepresented and will remain unrepresented until an employee organization seeks representation in accordance with the rules and procedures of the San Francisco Civil Service Commission. This reassignment is effective *June 20, 1998*.

Classification	**Unit Assignment**	**Certified Representative**
0710 Court Reporter, Superior Court (EGC:0197)	SC – 5	None

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the reassignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

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for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit reassignment set forth above. If you have questions regarding the reassignment, please contact Janet Rogers at 557-4915.

cc: Cheryl Martin, Superior and Municipal Court
David Novogrodsky, Local 21
Indira Talwani, SFOCRA
Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 17 - 98

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Date: June 17, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective ***July 1, 1998***.

Classification	**Unit Assignment**	**Certified Representative**
1142 County Clerk	M	Municipal Executives Association (MEA) (EGC:0351)
9186 General Manager, Public Transportation Department	EM	" " "

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25

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Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding the assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignments.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 19 - 98

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San Francisco, CA 94102

Date: June 26, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - ACCRETION**

This newly adopted uniform rank classification is hereby accreted to the following bargaining unit:

Classification	Unit Assignment	Certified Representative
Q-90 Director of Police Psychology	P3-2	Municipal Executives Assoc. (MEA) (EGC:0353)

This accretion is made in accordance with the Employee Relations Division's procedure for bargaining unit assignments which requires that classifications be assigned to units based upon a community of interest. This assignment is effective ***July 1, 1998***.

By copy of this memorandum it is requested that the Police Department notify employee(s) in the affected classification of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-

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3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employee(s) in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
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MEMORANDUM
DHR No. 20 - 98

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Date: June 26, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignments are hereby determined as indicated below. These assignments are effective ***July 1, 1998***.

Classification	**Unit Assignment**	**Certified Representative**
8313 Administrator of Prisoner Services	M	Municipal Executives Association (MEA) (EGC:0351)
9185 Chief Operating Officer, Public Transportation Department	EM	" " "

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25

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Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding the assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignments.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
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Department of Human Resources

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MEMORANDUM
DHR No. 21-98

DATE: July 7, 1998

TO: Human Resource Managers
Departmental Personnel Officers

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Forms for CSC Rule 17 – Probationary Period**

The Department of Human Resources has developed forms and procedures to implement the new Civil Service Rule 17 – Probationary Period. DHR and the Civil Service Commission staff would like to thank those who attended the orientation sessions on the new rule for their suggestions.

Attached is a copy of the forms and accompanying form instructions for the implementation of CSC Rule 17 – Probationary Period:

- new Notice of Probationary Status form (DHR 6-38 (5/98)),
- revised Report of Probationary Status form (DHR 6-37 (Revised 5/98)),
- new Notice of Release from Probationary Appointment form (DHR 1-14 (5/98)), and
- revised Notice of Separation from Employment form (DHR 1-13 (Revised 5/98).

Please make copies of these forms and instructions available to your staff. Additional copies of the forms may be obtained in the Forms Center at 44 Gough Street.

If there are any questions regarding the forms, instructions, or procedures, please contact the DHR Administrative Services analyst for your department: Gilda Cassanego at 557-4859; Cynthia Hamada at 557-4932; or Gerry Redmond at 557-4863.

cc: Kate Favetti, CSC
DHR File

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco

Notice of Probationary Status

Name of Employee	Class Number and Title
Street Address	Employee Organization
City State Zip	Department

Type of Probation:
☐ Entrance Probationary
☐ Promotive Probationary

Congratulations on your Permanent Civil Service (PCS) appointment!

You are now serving your probationary period for your appointment in:
Class ________________Title ____.
This is the final and most important phase of the selection process. The probationary period is used to evaluate your performance on the job. The duration of your probationary period is __________; and begins on __________ and is scheduled to be completed COB __________. Extensions of your probationary period are governed by the Civil Service Commission Rules and provisions in your Memorandum of Understanding (MOU) or ordinance. During this probationary period, you may be released by your appointing officer at any time in accordance with Civil Service Commission Rule 17 – Probationary Period.

Please sign below acknowledging that you understand this notice and have received a copy of it.

Signature of Employee — Date

Signature of Personnel Officer

Original: Employee's Personnel File
cc: Employee's Immediate Supervisor
Employee

See Reverse Side for Excerpts from CSC Rule 17 – Probationary Period

DHR 6-38 (5/98)

Rule 17
Probationary Period

Applicability: Unless otherwise noted, the provisions of Rule 17 apply to employees in all classes.

Sec. 17.01 Requirement for a Probationary Period

17.01.1 Any person appointed to a permanent civil service position shall serve a probationary period.

17.01.2 Nothing in these provisions is intended to infringe upon or restrict the authority of an appointing officer in releasing a probationary employee as provided in these Rules.

Sec. 17.02 Definition of Probationary Period

The probationary period is defined as:

17.02.1 The final and most important phase of the selection process and is to be used for evaluating the performance of an employee in the position to which appointed; and

17.02.2 A period of regularly scheduled hours worked, excluding any time off for leave, vacation, other types of time off, or overtime.

Sec. 17.03 Appointments Subject to the Probationary Period

A probationary period is required for all of the following types of permanent appointments:

17.03.1 Appointment from an eligible list;

17.03.2 Appointment following layoff or involuntary leave when the appointment is to a class and/or department other than the one from which laid off, or when a probationary period has not been previously served in the class and department;

17.03.3 Appointments by transfer to a position in the same class in another department, status transfer under the status rights of Americans With Disabilities Act provisions of these Rules, or technological transfer;

17.03.4 Reappointment of resignees;

17.03.5 Reinstatement at the request of the employee to a permanent position in a former class in a department other than a department in which the probationary period had been completed in this former class;

17.03.6 Advancement from a part-time position to a full-time position except if the employee had previously served a probationary period in a full-time position in the same class in the same department;

17.03.7 Reversion by a promotive probationary employee to a position in a former class in which the probationary period has been completed, except if the employee has previously served a probationary period in the same department in that class.

NOTICE OF PROBATIONARY STATUS
Instructions for completing Form DHR 6-38

Use this form for a Probationary Employee when:
Probation began on or after March 16, 1998.

Complete form when employee starts working or shortly thereafter.

Form notifies the employee of his/her probationary status, the duration of their probationary period, the date the probationary period begins, and the date the probationary period is scheduled to be completed COB (close of business). It also notifies the employee that during their probationary period, the appointing officer may release the employee at any time in accordance with CSC Rule 17 – Probationary Period.

Complete the information on the top section of the form: Name, Address, City, State, Zip, Class Number and Title, Employee Organization, Department, and Type of Probation. Type of Probation: Entrance Probationary if the employee was certified from an entrance (E) list or certified from a combined promotive and entrance (CPE) list but did not advance to the position from another permanent appointment. Promotive Probationary if the employee was certified from a promotive (P) or combined promotive and entrance (CPE) list and advanced to the position from another permanent appointment.

In the second paragraph, first sentence enter the Class Number and Title. In the second sentence enter the duration of the probationary period. The Memorandum of Understanding (MOU) or ordinance specifies the duration of the probationary period. Enter the date the probationary period begins. This date is the start work date, not the certification date. Enter the date the probationary period is scheduled to be completed COB. This is a tentative date because if the probationary employee takes time off work for any reason, e.g. legal holiday, the employee's probationary period will be extended for that amount of time. (See Definition of Probationary Period in CSC Rule 17.02.2.)

The employee signs and dates the form to acknowledge that he/she understands the notice and received a copy of it.

The Personnel Officer or designee signs the form.

Make two copies of the form. Send one copy to the employee's immediate supervisor and the other copy to the employee. Retain the original in the Employee Personnel File.

City and County of San Francisco

Report of Probationary Status

Name of Employee ______________________ Department / Division ______________________

Class Number and Title ______________________ Employee Organization ______________________

List Number __________ Rank __________

Duration of the Probationary Period: ______________ **(Check MOU or ordinance)**

☐ Appointee received credit for time. Dates: ______________ to ______________ .
Specify reason for credit and cite MOU / ordinance or CSC Rule Section 17.05:__________

Date Probationary Period Began: ________ Date Probationary Period Ended: COB__________
(Probation begins on start work date in PCS status, not the certification date.)

☐ Appointee has successfully completed the probationary period.

☐ Appointee will serve a successive probationary period. (CSC Rule Section 17.06)

☐ Appointee will resume their probationary period for _______ days / months. (CSC Rule Section 17.08)

☐ Probationary period was extended until __________. Reason for the extension:
- ☐ to obtain required licenses and/or certificates. (CSC Rule Section 17.04)
- ☐ time taken off for leave, and other types of time off. (CSC Rule Section 17.02.2)
- ☐ other, specify reason:

☐ Appointee is released during probationary period effective COB __________.

If the probationary period was extended, please check the reason(s), provide the date(s), and total the number of working days of extension. (Use reverse side if more space is required).

Check	Reason for Extension	Dates		Number of Days
		From	To	
	Vacation / Legal & Floating Holidays			
	Authorized Leave			
	Unauthorized Absence			
	Disciplinary Suspension			
	Sick leave with or without pay			
	Other, specify:			
		Total Working Days of Extension		

Prepared by:
Signature: ______________________ Title: ______________
Print Name: ______________________ Date: ______________

Original: Employee's Personnel File
cc: Employee
DHR 6-37 (Revised 5/98)

____
Personnel Officer's Signature

Instructions

1. The Memorandum of Understanding (MOU) or ordinance specifies the duration of the probationary period.

2. The probationary period begins on the employee's start work date in Permanent Civil Service (PCS) status.

3. Refer to Civil Service Commission Rule 17 – Probationary Period for rules governing:
    - definition of time counted in probationary period,
    - extension of probationary period to obtain license or certificate,
    - credit for probationary period,
    - successive probationary appointment, and
    - voluntary resumption of the probationary period.

4. Refer to the Human Resources Policies and Procedures Manual, Subject 6 Personnel Appointments, for detailed instructions on the administrative process and procedures for successive probationary periods.

5. Complete the form. Make one copy. Place original in the employee's Personnel File and give copy to the employee.

6. If employee is being released during probationary period, make an additional copy and attach to Separation Report.

- -

Departmental Use Only

REPORT OF PROBATIONARY STATUS

Instructions for completing Form DHR 6-37
Refer to Civil Service Commission Rule 17 - Probationary Period

Use this form for a Probationary Employee if probation began on or after March 16, 1998.

Complete form before the end date of the employee's probationary period. The form is a worksheet for the department to calculate the end of probation (CSC Rule 17.02.2). The completed form notifies employee of his/her probationary status.

Complete the information on the top section of the form: Name, Class Number and Title, List Number, Rank, Department/Division, and Employee Organization.

In the first line enter the duration of the Probationary Period. The Memorandum of Understanding (MOU) or ordinance specifies the duration of the Probationary Period; if it is not specified, then use past practice.

If the appointee received credit for time served in another status, or while on leave of absence to serve under exempt, temporary civil service, or provisional appointment under the same appointing officer in another class, enter the start and end dates. Enter the reason for the credit: either applicable MOU / ordinance, CSC Rule 17.05, or other.

Complete the box at the bottom of the page to determine if the Probationary Period should be extended. Check the reason(s), provide the date(s) and total the number of working days of extension. The department may use the reverse side of form, the "Department Use Only" section, to document computations and notes.

Enter the date the Probationary Period began (start work date) and the actual last date of the Probationary Period ended COB (close of business).

Check the appropriate box. The appointee:

- Successfully completed the probationary period, the employee has passed probation.
- Will serve a successive probationary period with the approval of the Human Resources Director, the appointing officer, and the concurrence of the employee. *
- Will resume their probationary period with the agreement of the appointing officer, the employee, and with the approval of the Human Resources Director. Only a permanent employee who has already completed a probationary period may voluntarily agree to serve a new probationary period in lieu of the department dismissing the employee. Enter the number of days / months for which the probationary period is reinstated. *
- Has extended his/her Probationary Period. Enter the date to which the probationary period was extended. Mark the reason for the extension: appointee must obtain required licenses / certificates; took time off for leave, and other types of time off; or other reason. If other reason, enter the reason in the space provided.
- Is released during probationary period and is separated from employment. Enter effective date COB of the release. Make a copy of the completed Report of Probationary Status form, attach it to the Separation Report, and forward to DHR, Internal Services Unit.

* To obtain approval from the Human Resources Director, send letter signed by the Appointing Officer and Personnel Officer requesting a successive / resumed Probationary Period. If applicable, union representative must agree to the conditions of the successive / resumed Probationary Period.

The preparer of the form completes the "Prepared by" section. Personnel Officer (or designee) signs form.

Make a copy of the form and send it to the employee. Retain the original in the Employee Personnel File.

CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF RELEASE FROM PROBATIONARY APPOINTMENT

Mailing Date ____________________

Name ____________________

Department/Division ____________________

Address ____________________

Type of Appointment:

City ____________________

☐ Entrance Probationary

State ____________ Zip ________

☐ Promotive Probationary

This notice is to inform you that effective ____________, you are released from your appointment in Class __________, Title ____________________.

The following checked item applies (check only one):

☐ A. Non-Disciplinary Release: The decision of the Appointing Officer is final. There are no restrictions on your future employment with the City and County of San Francisco.

☐ B. Disciplinary Release (see documents attached): Should you elect to appeal the recommendation(s), follow the procedures. You may request a hearing before the Civil Service Commission on your future employability with the City and County of San Francisco. The Civil Service Commission has the authority to modify employment restrictions or impose additional restrictions on your future employability. However, the Commission CANNOT reverse the department's decision to release you from your employment.

☐ C. Automatic Reversion (Non-Disciplinary Release): You have automatic rights of reversion to the previous class from which promoted; if necessary, displacements in the former class shall occur. You will revert to the class from which promoted: Class ____________, Title ____________________

You may request a hearing for review of any restrictions on your future employability (when box B above is checked) with the Civil Service Commission within twenty (20) calendar days of the mailing date of this notice or from the date of release, whichever is later. The request must be submitted in writing to the Executive Officer, Civil Service Commission, 25 Van Ness, Suite 720, San Francisco, CA 94102 by ____________________. Requests received after this date will not be considered and your right to a hearing will be forfeited. If you do not request a hearing, the Human Resources Director will take final administrative action and the restriction(s) recommended, if any, will be in effect.

The items checked below are the recommendations made by your department on your future employability for positions covered by the San Francisco civil service system:

	No restrictions on future employability.		Cancel any current examination and eligibility status.
	No future employment with this department.		No future employment with the City and County of San Francisco.
	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of ______ year(s) experience outside the City and County service.		
	Other (specify):		

If this matter is subject to the Code of Civil Procedures (CCP) Section 1094.5, the time by which judicial review must be sought is set forth in CCP Section 1094.6

MUST BE COMPLETED BY DEPARTMENT:
Rank: ____________ List# ____________
SSN: ____________________
Employee Organization ____________________
METHOD OF SERVICE:
Certified Mail ________ Hand Delivered ________
Certified Mail # ____________________
Attachment(s)
DHR 1-14 (5/98)

____
SIGNATURE OF APPOINTING OFFICER

____
NAME

____
TITLE

ADDITIONAL INFORMATION FOLLOWING RELEASE

1. This document serves as the official notice of your release to you, the Civil Service Commission, and the Department of Human Resources. You will be removed from the eligible list from which you were appointed.

2. If this is a Disciplinary Release (box B is checked) and you request a hearing within the time limits, you are entitled to:

   a) Representation by an attorney or authorized representative of her/his own choice.

   b) Notification of date, time and place of hearing at a reasonable time in advance.

   c) Inspection by the employee's attorney or authorized representative of those records and materials in the Civil Service Commission which relate to the separation.

3. The decision of the Civil Service Commission is final and not subject to reconsideration.

4. In the absence of a timely request for a hearing as provided above, no later request for a hearing will be considered.

NOTICE OF RELEASE FROM PROBATIONARY APPOINTMENT

Instructions for completing Form DHR 1-14
Refer to Civil Service Commission Rule 17 - Probationary Period

Use this form for a Probationary Employee when:
Probation began on or after March 16, 1998 and performance does not meet the standards for passing probation in the class.

Complete the information on the top section of the form: Name, Address, City, State, Zip, Mailing Date, Department/Division, and Type of Appointment. Type of Appointment: Entrance Probationary if the employee was certified from an entrance (E) list or certified from a combined promotive and entrance (CPE) list but did not advance to the position from another permanent appointment. Promotive Probationary if the employee was certified from a promotive (P) or combined promotive and entrance (CPE) list and advanced to the position from another permanent appointment.

In the first sentence enter the effective date of the release. This date must be before COB (close of business) on the last day of probation. Use the form Report of Probationary Status (DHR 6-37) to calculate end date of probation. Enter the Class Number and Title of the employee's position.

Check one box, A, B or C, to indicate the type of release:

A - Non-Disciplinary Release for entrance probationary employee.

B - Disciplinary Release for either entrance or promotive probationary employee in cases when release is for misconduct.

C - Automatic Reversion (Non-Disciplinary) for promotive probationary employee who does not meet standards of the current class. For box C, also enter the Class Number and Title of previous appointment.

If you have checked box B - Disciplinary Release:

1) Indicate the date by which the appeal must be filed in the space provided. Count twenty (20) calendar days from the mailing date of the notice or the effective date of release, whichever is later. When counting the days, count the day after the mailing date as the first day of the twenty (20) calendar days.
2) Indicate the recommended restrictions on future employability by checking the appropriate boxes. If you check the box requiring outside work experience, you must also type in the number of years. Attach a copy of all separation-related letters and supporting documentation.

Complete the information on the bottom section of the form: Rank, List#, SSN, and Employee Organization. Check the Method of Service used.

The Appointing Officer must sign the form. Type in the name and title of the Appointing Officer.

Make two copies of the form. Send a copy to DHR, Certification Unit; and retain a copy in the Employee Personnel File. Send the original to the employee.

CITY AND COUNTY OF SAN FRANCISCO
NOTICE OF SEPARATION FROM EMPLOYMENT

Mailing Date____________________

Name:____________________________

Department/Division__________________

Address____________________________

Type of Appointment__________________

City______________State_____Zip______

Type of Separation__________________
(Do not use for release of probationary employee.)

This notice is to inform you that you are separated from your employment in Class________,
Title______________________, effective ____________ for the reasons outlined in the attached document(s).

You may request a hearing before the Civil Service Commission on your future employability with the civil service system of the City and County of San Francisco. The Civil Service Commission has the authority to remove restrictions or impose additional restrictions on your future employability. However, the Commission CANNOT reverse the department's decision to terminate your employment.

You may request a hearing for review of any restrictions on your future employability with the Civil Service Commission within 20 calendar days of the mailing date of this notice or from the date of separation, whichever is later. The request must be submitted in writing to the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102 by ________________. Requests received after this date will not be considered and your right to a hearing will be forfeited. If you do not request a hearing or file an appeal, the Human Resources Director will take final administrative action and the restriction(s) recommended, if any, will be in effect.

The items checked below are the recommendations made by the department on your future employability for positions covered by the San Francisco civil service system:

☐	No restrictions on future employability.	☐	Cancel any current examination and eligibility status.
☐	Accept the resignation as certified.	☐	No future employment with this department.
☐	Dismiss from City and County service.	☐	Return name to the eligible list from which appointed to this position.
☐	Approve the separation.	☐	No future employment with the City and County of San Francisco.
☐	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of ___ year(s) work experience outside the City and County service.		
☐	Other (specify):		

If this matter is subject to the Code of Civil Procedures (CCP) Section 1094.5, the time by which judicial review must be sought is set forth in CCP Section 1094.6.

SEE REVERSE SIDE

MUST BE COMPLETED BY DEPARTMENT:
Rank:__________ List # ____________
SSN:____________________________
Employee Organization________________
METHOD OF SERVICE:
Certified Mail____ Hand Delivered______
Certified Mail # __________________
Attachment(s)
DHR 1-13 (Revised 5/98)

____
SIGNATURE OF APPOINTING OFFICER

____
NAME

____
TITLE

INFORMATION FOR FORMER EMPLOYEE FOLLOWING SEPARATION

1. This document serves as official notice of the separation to the former employee, the Civil Service Commission, and the Department of Human Resources.

2. A separated employee may request a hearing before the Civil Service Commission only for review of any recommended restrictions on their future employability with the City and County of San Francisco.

3. Such appeals or requests for hearing must be in writing and received from the employee or the employee's representative within twenty (20) calendar days from the mailing date of this notice, or the effective date of the separation, whichever is later. The request must be submitted to the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

4. An employee who requests a hearing within the time limits is entitled to:

   a. Representation by an attorney or authorized representative of her/his own choice.

   b. Notification of date, time, and place of hearing at a reasonable time in advance.

   c. Inspection by the employee's attorney or authorized representative of those records and materials on file with the Civil Service Commission which relate to the separation.

5. Any interested party may request that the hearing be continued (postponed).

6. The decision of the Civil Service Commission is final and not subject to reconsideration.

7. In the absence of a timely request for a hearing as provided above, no later request for a hearing will be considered.

NOTICE OF SEPARATION FROM EMPLOYMENT
Instructions for completing Form DHR 1-13
Refer to Civil Service Commission Rule 22 – Employee Separation Procedures

Use this form when:

The department dismissed a Permanent employee who has already completed probation; or a Permanent, Temporary Civil Service, or Limited Tenure employee resigned and the department marked their services unsatisfactory.

Complete the information on the top section of the form: Name, Address, City, State, Zip, Mailing Date, Department/Division, Type of Appointment, Type of Separation. Do not use this form for the release of a probationary employee.

In the first sentence enter the Class Number, Title and the effective date of the separation.

The separated employee may request a hearing for review of any recommended restrictions on his/her future employability. Indicate the date by which the appeal must be filed in the space provided. Count twenty (20) calendar days from the mailing date of the notice or the effective date of release, whichever is later. When counting the days, count the day after the mailing date as the first day of the twenty (20) calendar days.

Indicate the recommended restrictions on future employability by checking the appropriate boxes. If you check the box requiring outside work experience, you must also type in the number of years. Attach a copy of all separation-related letters and supporting documentation.

Complete the information on the bottom section of the form: Rank, List#, SSN, and Employee Organization. Check the Method of Service used.

The Appointing Officer must sign the form. Type in the name and title of the Appointing Officer.

Make two copies. Send a copy to DHR, Internal Services Unit; and retain the other copy in the Employee Personnel File. Send the original to the employee.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

75

BOX 41 M-2* A-1*
PUBLIC LIBRARY - MAIN LIBRARY
GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

DOCUMENTS DEPT.
JUL 16 1998
SAN FRANCISCO
PUBLIC LIBRARY

MEMORANDUM
DHR No. 22-98

13/98

DATE: July 13, 1998

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: New Procedures for the Referral (Certification) of Eligibles to Positions Beginning July 1, 1998

This memo is to inform you of the procedural changes required to implement the new referral (certification) process which is now in effect. It is anticipated that these changes will significantly reduce both the amount of time needed to fill vacant positions and the records maintenance previously required. Some of the major benefits for Departments follow:

A. Hiring can be done at any time. You will no longer be required to wait for others to complete the process before you can start the hiring process.

B. All eligibles and alternates will be referred to you at the same time. You will no longer be required to contact us for additional names.

C. Communication with eligibles/alternates will be facilitated as their names and addresses will be sent to you via e-mail in mail/merge format.

D. Eligibles responding to notices of vacancies will be better informed. They will be responding to information that you have provided about the specific duties of your vacancies, rather than generic notices of potential vacancies in a classification.

NEW PROCEDURES:

Examination Completion

Merit System Services will enclose a copy of the brochure "The Referral Process" (July 1998) with the Notice of Examination Results letter to successful candidates when the tentative eligible list is posted. This brochure (copy enclosed) has been amended to reflect the current procedural changes. All previous editions should be discarded.

44 Gough Street • San Francisco, CA 94103-1233

Referral

Notice of Referrals will be issued by DHR to each department for that department's Personnel Requisitions. Regardless of whether the certification rule for an eligible list is Rule of Three Scores, Rule of XX Scores or Rule of the List, all available eligibles will be referred (this will eliminate the need for Supplemental Referrals). The Notice of Referral will identify the scores/ranks of alternates who can be hired only if they become reachable.

As additional approved Personnel Requisitions are received in the Referral Office, a Notice of Referral will be issued to that department. This will occur regardless of whether there is an outstanding Referral. When a department makes an offer of employment, the department is advised to ensure that the eligible has not accepted an offer of employment to another department. Acceptance of two job offers by an eligible will delay the resolution of the referral and delay the hire of the eligible.

This procedure does not apply to Rule of One referrals.

Contact by Department

Upon receipt of a Notice of Referral for a position(s), the department is responsible for contacting the eligibles and conducting a selection process. Name and address data in a mail/merge format file will be provided by DHR to an authorized department staff person (authorization form enclosed). **The Department of Human Resources will NOT send eligibles a Notice of Referral.**

It is recommended that two standard contact letters (attachment x and y) be used, one for eligibles and one for alternates. **It is required that the name and address of the eligible be on the contact letter.** Accompanying the contact letter should be a job description of the vacant position(s) to be filled, and notification of any additional information that should be submitted and the deadline for submission, e.g. application form, resume, supplemental applications, questionnaires, etc. The eligibles/alternates contacted **MUST** be given a minimum of five (5) business days from the postmark of the contact letter to respond (if in writing, postmarks are accepted).

Departmental Response to DHR

The new DHR Notice of Referral form has been revised to make it easier for departments to track and report which eligibles:

- were contacted
- did not respond
- participated in the selection process
- refused offer
- were selected and accepted

The department is responsible for ensuring that the selected eligible falls within the appropriate Certification Rule as an eligible or alternate.

Eligibles refusing an offer of employment will have the refusal counted against them. Unless the eligible has exceeded the maximum allowed number of refusals, the eligible will continue to be available to have their names certified to new vacancies. The terms of the announcement determines the number of refusals allowed, if any.

CONSIDERATIONS FOR SELECTION PROCESS UNDER NEW REFERRAL PROCEDURE

In accordance with established procedures, departments are responsible for ensuring equal employment opportunity and workforce diversity. Civil Service Rule 13 - Eligible Lists, provides that selection of employees from eligible lists shall be based on merit and fitness and with consideration to increasing diversity in the workforce.

The appointing authority must create and retain appropriate records of the administration of the selection process, including all documents related to the selection. Based on these records, the appointing authority **MUST** be able to articulate why a particular candidate has been selected over other candidates in order to be prepared for audits, grievances, discrimination complaints, litigation, etc.

INFORMATIONAL SESSIONS

Information sessions on these changes will be held for departmental personnel representatives at 44 Gough Street, First Floor Training Center on:

Monday	July 20	10:30 to 12:00
Monday	July 20	3:30 to 5:00
Tuesday	July 21	10:30 to 12:00
Tuesday	July 21	3:30 to 5:00

Please call Anita Verdugo at 557-4957 to reserve a space in these sessions.

SAMPLE LETTER X

ELIGIBLE NAME
ELIGIBLE ADDRESS

Dear Eligible:

Your name has been referred to the Department of **Name** as an eligible for the position of **Class and Title**. Enclosed is a description of the position(s) to be filled.

In order to be considered for appointment to this position, you must contact us at [choose one or both] **number xxxx** or **address WITHIN 5 DAYS.** In addition, you must submit **(insert any additional required materials - complete enclosed application, submit resume, supplemental application/questionnaire or ? by date XXXX).** You are not required to respond if you are not interested in being considered for this position. There is no penalty for not participating.

Applications will be screened to select the eligibles with the most relevant qualifications. Eligibles meeting the minimum requirements are not guaranteed advancement to the selection process.

If you do participate in the selection process and refuse an offer of employment, one "refusal" will be counted against you on the eligible list. You will continue to have your name referred to future employment opportunities. You are reminded that if you exceed the number of refusals allowed as stated on the examination announcement, you will no longer be eligible for employment from this list.

As long as you are on an eligible list for employment, it is your responsibility to keep the City informed of your current address. If you have had a change of address, in addition to advising this Department, you must provide written notification to the Department of Human Resources, Referral Office, 44 Gough Street, SF 94103. **Your letter must include your old and new address and your name and social security number.**

If you have a disability requiring reasonable accommodation for this selection process, you MUST contact (name) by telephone at (number) or, if hearing impaired, (number(TDD)), or in writing to the address listed above, as soon as possible.

Human Resources Department
Department Name
OR
Manager, Title
Department Name

SAMPLE LETTER Y

ALTERNATE NAME
ALTERNATE ADDRESS

Dear Alternate:

Your name has been referred to the Department of **Name** as an alternate for the position of **Class and Title**. This means that you may be considered for appointment **only** if higher ranking eligibles refuse consideration for this position. Enclosed is a description of the position(s) to be filled.

In order to be considered for appointment to this position if your rank becomes reachable, you must contact us at [choose one or both] **number xxxx or address WITHIN 5 DAYS.** In addition, you must submit **(insert any additional required materials - complete enclosed application, submit resume, supplemental application/questionnaire or ? by date XXXX).** You are not required to respond if you are not interested in being considered for this position. There is no penalty for not participating.

Applications will be screened to select the eligibles with the most relevant qualifications. Eligibles meeting the minimum requirements are not guaranteed advancement to the selection process.

If you do participate in the selection process and refuse an offer of employment, one “refusal” will be counted against you on the eligible list. You will continue to have your name referred to future employment opportunities. You are reminded that if you exceed the number of refusals allowed as stated on the examination announcement, you will no longer be eligible for employment from this list.

As long as you are on an eligible list for employment, it is your responsibility to keep the City informed of your current address. If you have had a change of address, in addition to advising this Department, you must provide written notification to the Department of Human Resources, Referral Office, 44 Gough Street, SF 94103. **Your letter must include your old and new address and your name and social security number.**

If you have a disability requiring reasonable accommodation for this selection process, you MUST contact (name) by telephone at (number) or, if hearing impaired, (number(TDD)), or in writing to the address listed above, as soon as possible.

Human Resources Department
Department Name
OR
Manager, Title
Department Name

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

PERSON(S) AUTHORIZED TO RECEIVE NOTICE OF REFERRALS

As part of the new Referral procedure, in addition to the Notice of Referral, the Referral Office will forward a "mail/merge" document containing name and address of the referred eligibles to the departments via cc:mail. The departments can use this "mail/merge" document to facilitate contact with the eligibles.

In order to preserve confidentiality, we are requesting each department to designate the person(s) authorized to receive this merge document.

Name-as listed in cc:mail Or Internet Address		
Class/Title		
Telephone Number		
Software & Version		

Name-as listed in cc:mail Or Internet Address		
Class/Title		
Telephone Number		
Software & Version		

(Print Name)

Signature

Department

Date

The certification clerks will send information only to the authorized name(s). You may designate more than one person to receive this document. We have provided space for up to four (4) persons. You may use additional forms to authorize additional staff, if so required. Please update this authorization as staffing changes occur in your office; to avoid any delays in receiving this information.

Please send the completed form to the Referral Office, Department of Human Resources, 44 Gough Street, San Francisco, CA 94103.

If there are any questions, please contact the Referral Supervisor, Patricia Pon, at (415) 557-4816.

Thank you.

7/10/98

SELECTIVE REFERRAL

To qualify for selective referral to a permanent appointment, you must be able to answer *"yes"* to **all** of the following questions:

- Are you currently TCS in the class (temporary from an eligible list)?
- Do you have at least six months (1040 hours) of satisfactory service in the class (appointment status may include either permanent, temporary, provisional, part-time or as-needed)?
- Are you on the current eligible list for the same class?

It is the responsibility of the employee to notify the Department of Human Resources when it is believed that all requirements for Selective Referral have been met. Once a temporary employee has completed the required service time, the employee should obtain, complete and file a "Verification of Service Requirement" form. If work experience is claimed in more than one department, a separate form must be completed for each department. Blank forms may be obtained from and completed forms returned to the Referral Office. DO NOT RETURN the completed form to your department.

WHEN RESPONDING TO A LETTER telling you that your name has been referred to a department, be sure to read and follow all instructions carefully. Remember that some instructions are on the cover letter while others may be on other forms. You will frequently be required to submit a standard City application to the department. It is recommended you keep a copy of your original application and update a copy of it for the requesting department(s). Make all contacts required by the department in the time specified. If you fail to do so, the department is not required to consider you for this position. You will remain active on the eligible list until you request to be inactive or refuse the number of times allowed by the examination announcement.

THE APPOINTMENT

If **selected for a position**, you will be required to complete various appointment processing steps. The number of steps varies according to department, type of appointment, and the job requirements. Prior to employment, some departments may require a background check (criminal history, driving record, employment and personal history records review). Some prospective employees are required to pass a medical examination, which might include drug testing. If required to drive, the employee must be insurable under the department's automobile insurance policy and must maintain insurability. In some cases, membership in an employee organization is required. Other requirements include: fingerprinting, a social security number, identification and proof of authorization to work in the United States, Oath of Allegiance, enrollment in the City's Retirement and Health Service systems, and completion of a probationary period (an extension of the selection process during which the employee demonstrates the ability to perform his/her duties satisfactorily). Most appointees are given a copy of the City Charter Section 8.346 - Disciplinary Action Against Striking Employees.

City and County of San Francisco
Department of Human Resources
Referral Office
44 Gough Street, First Floor
San Francisco, CA 94103
(415) 557-4821

THE
REFERRAL
(CERTIFICATION)
PROCESS

A GUIDE FOR ELIGIBLES ON CIVIL SERVICE LISTS

This brochure was designed to give as much information as possible to aid you in maintaining your eligibility for employment with the City & County of San Francisco from a civil service eligibility list.

July 1998

All information in this pamphlet is subject to change without notice.

THE REFERRAL (CERTIFICATION) PROCESS

MAINTAINING ELIGIBILITY

CHANGE OF ADDRESS is the responsibility of the eligible. Notify the Department of Human Resources in writing of address changes for each list on which you have standing.

Eligibles may choose the TYPES OF EMPLOYMENT that they are willing to accept by writing to the DHR Referral Office or by visiting the DHR office to complete a "Change of Availability" form. Eligibles taking advantage of this option will only be referred for positions having the employment types they have chosen. Areas which may be specified are:

- Employment Type (permanent or temporary)
- Work Schedule (full-time, part-time, etc.)
- Work Shift (day, swing, graveyard, rotate)
- Location (SF, Airport, Sunol, Moccasin, etc.)

Requests become effective the next business day following receipt. Employment types and locations, work schedules, shifts and departments are sometimes pre-set and are part of the minimum qualifications. Refer to the examination announcement before filing a Change of Availability to avoid being bypassed on the eligible list.

GENERAL WAIVERS *(inactive status)* are placed against an eligible for one or more of the following reasons:

- As stated on the examination announcement or by the analyst in charge
- By action of the Civil Service Commission or the Human Resources Director
- Pending dismissal or termination
- At the request of the eligible

General waivers imposed in accordance with an examination announcement may only be removed by the analyst in charge and are effective immediately. General waivers imposed by the Human Resources Director may only be removed by the Director or action of the Civil Service Commission; those imposed by the Civil Service Commission may only be removed by an action of the Commission and become effective the next business day. Self-imposed general waivers may be removed upon request of the eligible; such requests must be in writing, and must be received by the third Friday of the month to become effective on the first business day of the following month.

ELIGIBLES MAY REFUSE two offers of employment unless otherwise stated on the examination announcement. ***Read the examination announcement***. For some eligible lists, fewer refusals are allowed while others do not allow any refusals.

MINIMUM QUALIFICATIONS

Minimum qualifications as stated on the examination announcement must be maintained whether employed in the class or as an eligible awaiting employment. Eligibles who do not maintain the minimum qualifications may be placed under general waiver or have their names removed from the eligible list. Employees who do not maintain the qualifications may be separated from employment. Some examination announcements state that certain qualifications may be "self-certified" (signed letter stating possession of skills/experience). Possession of the qualifications must be proven prior to employment or during the probationary period. Those who fail to prove the skills/experience may be removed from the eligible list, lose their eligibility for positions requiring the skill/experience, be released, or any combination of the options.

THE NOTICE OF REFERRAL

Beginning July 1, 1998, eligibles do not receive notice from the Department of Human Resources that their names have been referred to a department. A *Notice of Referral* must be issued to a City department before a permanent or temporary appointment from an eligible list may be made. An approved *Personnel Requisition* must be on file in the Department of Human Resources before a *Notice of Referral* may be issued. Receipt of a letter from a City department telling you that your name has been referred (certified) is **NOT** an offer of employment. It is notification for possible employment. Therefore, do NOT quit your present job until appointment for a position has been confirmed.

WHEN A VACANCY OCCURS, the department will decide whether or not to fill the vacancy and, if so, whether to use the same class or a different class. With an approved personnel requisition on file, the department will use one of the following methods to fill a vacancy:

- From an existing eligible list
- By permanent transfer of an individual in the same class from another department
- By reinstatement of an individual who once held permanent status in the class and is now serving in another class
- By reappointment of a former City & County employee who had permanent status in the class and resigned with services satisfactory.

TYPES OF REFERRAL

The referral rule of the list you are on determines the number of persons a department may consider to select an eligible for a position. Generally:

- Rule of Three Scores: Three ranks may be considered for one position
- Rule of the List: All available eligibles may be considered for the position(s)
- Selective Referral: Certified Temporary (from an eligible list) employees who qualify, may be referred to a position before other eligibles on the list, regardless of rank, for permanent appointment.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 23-98

M-2* A-1*
BOX 41
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GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

Date: July 10, 1998

To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

From: Andrea R. Gourdine
Human Resources Director

Edward M. Harrington
Controller

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Subject: Policy on Review of Requisitions

Departments are in the process of updating requisitions that have expired at the end of FY97-98, issuing new requisitions for FY98-99, and updating funding sources on requisitions to match FY98-99 budgets. This memorandum is to review the procedures and forms to be used for specific actions, and clarify the Controller's review.

I. Extension of Duration (Time) for Declared Permanent or Permanent Requisitions

Departments requesting to extend the duration on Declared Permanent or Permanent requisitions that had an expiration date of June 30, 1998 should use the Requisition Modification form (DHR 6-12b). The modification form is reviewed by DHR staff to determine if the extension of time will be approved.

Do not issue a new requisition simply to extend duration on an existing requisition that has expired, doing so may cause delays in the approval process. The Policy on the Use of Personnel Requisitions in the Memorandum DHR No.12-98, issued May 15, 1998, page 3, Requisition Types, Permanent, states that a Requisition Modification Form should be used to extend time for P and DP requisitions.

Declared Permanent requisitions that were TX'd in FY97-98 are generally not to be extended, as departments have been advised to budget positions in the correct class for FY98-99. A Permanent requisition in the budgeted class is to be submitted.

II. New Permanent and Declared Permanent Requisitions

Submit new Permanent and Declared Permanent requisitions according to the Policy on the Use of Personnel Requisitions in Memorandum DHR No.12-98, issued May 15, 1998. Note that the Controller will continue to review all these requisitions to certify the availability of funds.

Permanent and Declared Permanent requisitions that are issued to replace previous requisitions, which are no longer valid for appointment due to the resignation or leave of a certified incumbent, should clearly indicate the previous RQ number in the box "This RQ replaces Dept RQ No_____ and DHR RQ No.". The "Explain Vice" section should also indicate the name and reason for replacement.

Permanent and Declared Permanent requisitions that are issued to fill newly budgeted positions for FY98-99, or positions that were previously budgeted but not issued in the budgeted class should indicate the origination in the "Explain Vice" section.

Please refer to the Policy on the Use of Personnel Requisitions in Memorandum DHR No. 12-98, issued May 15, 1998, and the Human Resources Policy and Procedures Manual, section 4 Requisitions regarding proper completion and use of the Requisition Form and the Requisition Modification Form. Questions on types of requisitions and the approval process should be referred to your DHR-MSS Team Analyst.

City and County of San Francisco

Department of Human Resource

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DHR NO. 24-98

Date: August 3, 1998

To: Departmental Appointing Officers
Departmental Personnel Officers

From: Andrea R. Gourdine
Human Resources Director

Subject: Distribution of the Updated Employee Handbook

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Attached are copies of the updated Handbook for Employees of the City and County of San Francisco. You are encouraged to reproduce additional copies and distribute a copy to every employee in your department. A limited number of hard copies are available at the Department of Human Resources, 44 Gough Street, first floor Information Counter.

If you have questions on distribution of the Employee Handbook, please call: 557-4957. If you have questions or need a clarification on the contents of the Employee Handbook, please contact the specified Department of Human Resources staff person listed in the Handbook for each section.

ARG/av

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR NO. 25-98

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AUG 14 1998
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DATE: August 12, 1998

TO: Department Heads
Departmental Personnel Officers

FROM: Andrea R. Gourdine
Human Resources Director

RE: Preventing and Controlling Workplace Violence

At the executive briefing on preventing and controlling workplace violence on March 6, your responsibilities were outlined. They include:

1. Adopting and publishing a departmental policy and guidelines
2. Forming a management response team
3. Training staff
4. Reviewing hiring, supervision and discharge procedures

This memorandum is to provide you with information on resources to assist you in carrying out these responsibilities.

Thank you for designating a Management Response Team for your department and for enabling team members to attend training. Additional copies of the excellent workbook prepared for that training are available from our office. Call Kathy Luhman at 557-4843 to obtain a copy. As a reminder, a list of the team's responsibilities is attached to this memo.

The Department of Human Resources Management and Employee Development unit is presenting a training program for managers and supervisors on handling workplace violence. Consult the quarterly catalog for times and dates. The City's Employee Assistance Program is also presenting training for teams and employees. You can contact them directly for more information. Departments may wish to hire their own consultants to assist them in training their employees. Our office can provide information regarding some outside resources.

Some sample departmental policies were included in the Executive Briefing handbook. Others are available as models, and the Employee Assistance Program can assist you in developing your own.

The Department of Human Resources Internal Services staff is available to answer questions. You may contact the analyst assigned to your department (see attached list).

An original of the Guidelines in pamphlet form is attached, in case you wish to reproduce it for your staff.

In October, our department will be hosting a brown bag discussion for management response team members. This discussion is intended to provide an opportunity to share information and consider ways of handling specific situations. Resource people will also be invited. If you are interested in attending, please contact Ellen Abels at 557-4951.

The City's policy requires "zero tolerance" of violence or threatening behavior. The measures you are being asked to take are intended to establish a workplace climate in which employees can expect that if they report incidents, their reports will be taken seriously and that you will take prompt action to resolve the problem.

3 attachments mentioned

Attachment 1

THE MANAGEMENT RESPONSE TEAM

Each department is responsible for forming its own Management Response Team. The team administers, communicates and maintains the department's workplace violence prevention policies, procedures and guidelines. Members of the team typically include representatives from management, departmental human resources, departmental security, the City Attorney, and other specialists as appropriate.

The Management Response team has the following specific tasks:

- Administering, communicating, and monitoring the department's Workplace Violence Prevention Program
- Conducting a review of the workplace to identify risk factors
- Developing department-specific procedures for responding to incidents
- Developing relationships with internal and external resource providers
- Managing the department's response to incidents or threats of violence
- Conducting investigations of incidents
- Conducting assessments of potential for violence
- Understanding legal ramifications of various courses of action.

The Management Response Team is expected to help your department to:

- Inform employees of the City's Workplace Violence Policy and Guidelines
- Let employees know who the team is and how to contact them
- Receive complaints of inappropriate conduct in violation of City policy
- Intervene as quickly as possible to address such behavior
- Conduct an investigation as necessary
- Advise the appropriate manager(s) concerning action that might be taken
- Help resolve concerns about safety from violence
- Help coordinate debriefing and employee assistance after an incident of violence

This information is reproduced from the March 6, 1998, Executive Briefing Handbook and from the Management Response Team training workbook. We encourage you to review these documents for further information.

Attachment 2

DHR Administrative Services Division
Departmental Assignments for Senior Analysts

(5/14/98)

GILDA CASSANEGO 557-4859

25	Mayor's Office	91	Purchasing *
36	Parking & Traffic	71	Real Estate
38	Police Department	42	Recreation & Park *
39	Port *	80	Registrar of Voters
79	Public Administrator/Guardian	44	Retirement
05	Public Defender	08	Treasurer/Tax Collector
41	Public Library	11	Trial Courts
35	Public Transportation	46	War Memorial

CYNTHIA HAMADA 557-4932

27	Airports Commission *	63	Law Library
60	Academy of Sciences	90	Public Works *
28	Arts Commission	65	Rent Arbitration Board
62	Asian Art Museum	14	S.F. Community College District
03	City Attorney	07	S.F. Unified School District *
04	District Attorney	06	Sheriff *
61	Fine Arts Museum	75	Telecommunications & Info. Serv. *
31	Fire Department *		

GERRY REDMOND 557-4863

13	Adult Probation	93	Convention Facilities
76	Animal Care & Control	74	Coroner/Medical Examiner
02	Assessor	72	County Agriculture
37	Board of Appeals	18	Ethics Commission
01	Board of Supervisors	33	Human Resources
19	Building Inspection	34	Human Rights Commission
70	City Administrator	45	Human Services
30	Civil Service Commission	12	Juvenile Probation
26	Commission on Aging	29	Planning
48	Commission on Status of Women	81/82	Public Health (formerly 83,85,86,87)
09	Controller	40	Public Utilities * (includes 32, 40, 47, 92)

*** Denotes the department has positions subject to DOT/FHWA Regulations**

Personnel Technician:	*Stephanie Chan – 557-4829*
Program Manager:	*Linda Lee – 557-4924*
Division Manager:	*Marsha Ramirez – 557-4815*

Such action may include:

1. Filing a Police Report.

2. Removing from the workplace as quickly as safety permits any person who makes a substantial threat, exhibits threatening behavior, or engages in violence. Said person may be placed on unpaid administrative leave and should remain off the work site pending the outcome of an investigation into the incident.

3. Relocating the employee (either the employee committing the violent conduct or the employee who is the target of the conduct) if it would improve workplace safety. In these instances, management should work with Human Resources to determine whether relocation of the employee to an alternate work site would be feasible and appropriate.

4. Where it is consistent with the needs of the Department and the terms of the collective bargaining agreement, adjusting an employee's (either the employee committing the violent conduct or the employee who is the target of the conduct) work schedule and/or granting paid leave, e.g., sick leave, vacation, or compensatory time off, if the same would be beneficial to workplace safety. Management must follow all applicable personnel policies and procedures, collective bargaining agreements and statutes.

5. Obtaining an evaluation from a threat assessment specialist.

6. Initiating and following through with appropriate disciplinary action against employees who engage in workplace violence, up to and including termination.

7. In the event the employee is separated the department, recommending restrictions on future employment with the City.

8. Providing written directives to the employee regarding his or her workplace conduct.

Management should comply with all civil protection and restraining orders. If you believe that a violation of a protection order is occurring in the workplace, call the police. If both parties to a civil protection order are employees of the City, managers should contact Human Resources, and/or the Office of the City Attorney for instructions on how to comply with the order.

Management should post the City's Policy Prohibiting Workplace Violence and Workplace Violence Guidelines on the designated official posting areas.

Appointing Officer or Department Head:

Each Appointing Officer or designee shall create a Management Response Team for his or her department and notify all department employees how to contact Management Response Team members. Individuals may be added to or removed from the Management Response Team at the discretion of the Appointing Officer.

Counseling/Employee Assistance Program (EAP)

The City maintains an Employee Assistance Program to assist employees and their families with personal or emotional issues. Employees who have violent tendencies are encouraged to voluntarily seek diagnosis and treatment by qualified professionals. The Management Response Team or designee may contact the EAP on behalf of an employee if there is a violence related concern.

Participation in the EAP is encouraged, but will not shield employees from disciplinary action.

The EAP may be used as a resource for individuals or a group of employees that are impacted by an actual or potential workplace violence incident.

Incidents of workplace violence must be reported even if the employee is an EAP participant.

CONFIDENTIALITY

To the extent practical, disclosures made to the City concerning any threatening or violent situation, or any potentially threatening or violent situation, shall be treated as confidential.

INTERPRETATION

These guidelines are not intended to create an obligation on the part of the City to take any action beyond those required by law.

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

Workplace Violence Guidelines

Developed by
the Department of Human Resources
and the Office of the City Attorney

DHR/August 1998

Workplace Violence Guidelines

PURPOSE

To implement the Policy Prohibiting Violence In The Workplace adopted by the Civil Service Commission on April 3, 1995.

DEFINITIONS

"Workplace violence" is violence that impacts the workplace or work site, as these terms are defined below.

"Workplace" or *"work site"* refers to all areas, including facilities and surrounding parking areas on or off the premises where employees perform duties in the scope of their employment for the City and County of San Francisco.

"Violence" refers to both acts and threats of violence. For example, violence includes any conduct, verbal or physical, which tends to cause another to reasonably fear for his or her own personal safety or that of his or her family, friends, associates or property. Threats include direct or indirect, intentional or unintentional, words or actions targeted at self or another individual. Threats may be general in nature such as exhibiting an unusual fascination with incidents of violence or an unhealthy fascination with the destructive power of weapons.

"Weapon" includes, but is not limited to, firearms, knives, weapons as defined in California Penal Code section 12020, or other instruments used to injure, threaten or intimidate.

"Management Response Team" refers to the individuals who are assigned to investigate and respond to workplace violence. The team may include managers and supervisors within a department as well as persons from other departments who will be able to consider the interests of the City and its employees.

GENERAL GUIDELINES

1. If you are in immediate danger, call the police.

2. Pursuant to the Policy Prohibiting Violence in the Workplace, employees are prohibited from bringing weapons to the workplace, unless they are required to do so by the City and County of San Francisco in order to perform their official duties.

3. Immediately report all incidents of workplace violence to your supervisor, department head, or member of your department's Management Response Team.

4. Any person who engages in workplace violence will, as appropriate, be removed from the premises as quickly as safety permits and remain off the work site pending the outcome of an investigation into the incident.

5. The investigation will be conducted by the Management Response Team or designee.

6. If the investigation substantiates a violation of the Policy Prohibiting Violence in the Workplace, the City will take appropriate action.

If an employee violates the Policy, appropriate action may include, but is not limited to, referral to EAP, counseling, written warning, suspension, reassignment of duties, termination, and/or legal action. Any employee who is terminated due to violation of the policy may be ineligible for future employment with the City.

If a person who is not employed by the City violates the Policy, appropriate action may include, but is not limited to, seeking arrest and prosecution and/or other legal action.

RESPONSIBILITIES

All Employees:

All employees are responsible for reporting workplace violence to a supervisor, department head or member of the Management Response Team. Failure to comply with this provision may result in discipline. An employee's duty to report arises in, but is not limited to, the following situations:

1. Employees must report all threats or acts of violence which occur at the workplace that they experience, witness, or of which they otherwise become aware.

2. Employees must report all threats or acts of violence they experience while acting in the scope of their employment off the work site.

3. Employees must report any threats or acts of violence occurring off the City premises of which they are a target, if there is a reasonable basis to believe that the violence will follow them to the workplace. This may apply to notification by a third party of threats against them. Where the third party is a physician or psychologist, the notification is commonly referrd to as a "Tarasoff" warning.

4. Employees must report any conduct, verbal or physical, which indicates a person intentionally may harm him/herself at the workplace.

Employees must report threats or acts of violence regardless of the relationship between them, the individual making the threat and the person threatened. Employees who apply for or obtain a protective or restraining order which lists themselves or any City employee, or which identifies any City workplace as a protected area are encouraged to notify the employee's supervisor, department head or Management Response Team by providing a copy of any such order and supporting documentation used to seek the order.

Management and Supervisory Employees:

In an emergency, call the police. If there is the possibility for serious injury alert others to leave the area or take cover.

Management shall be committed to providing a safe workplace and protecting employees from threats to their safety to the full extent required by law.

All incidents of workplace violence must be documented by the manager and reported to the Management Response Team immediately.

Upon receiving a report of workplace violence, the Management Response Team or designee shall conduct an investigation.

In response to incidents of workplace violence and after consultation with the Management Response Team, management should take corrective action consistent with the Policy Prohibiting Violence in the Workplace and these Guidelines.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 26-98

BOX 41
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GOV. INFO. CENTER
100 Larkin Street
San Francisco, CA 94102

DATE: August 20, 1998

TO: All Department Heads
Departmental Personnel Officers
Payroll/Personnel Representatives

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: **Restrictions on Future Employment**

The following highlighted language should be stated on separation documents when a department chooses to place restrictions on an employee as a result of unsatisfactory performance under the City's Drug Free Workplace Policy and/or the Federal Department of Transportation Omnibus Employee Testing Act of 1991. This language would be appropriate when separating an employee for reasons related to controlled substances or alcoholic beverages.

> **"Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse."**

A department may also recommend other appropriate restrictions regarding the employee's future employment with the City.

The Department of Human Resources (DHR) will designate the professional on substance abuse (PSA) who will determine whether a former employee has satisfied the requirements of the restriction. The PSA will send a document to DHR stating whether or not the individual has received a release to work. All former employees with this restriction or related restriction on future employability due to substance abuse must comply with this process prior to qualifying for an examination, and provisional or exempt appointment.

Questions regarding this matter should be directed to the analyst in Internal Services at DHR assigned to your department.

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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BOX 41
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100 Larkin Street
San Francisco, CA 94102

September 1, 1998

To: Departmental Personnel Officers
Departmental Personnel and Payroll Staff
Departmental Personnel Analysts

From: Andrea R. Gourdine Andrea R Gourdine
Human Resources Director

Subject: Orientation to Family and Medical Leave Act (FMLA) Policy and Procedures

The Department of Human Resources, in conjunction with the Office of the City Attorney, has developed standard citywide Policy and Procedures for the application of the Family and Medical Leave Act (FMLA). A package of material has been prepared for use in all city and county departments. The package includes the definition of terms used in the federal regulations, application of city procedures, new forms for use in approval of FMLA time, and record keeping requirements.

Implementation of the Policy and Procedures will be effective October 1, 1998. DHR staff will provide informational sessions on the policy, procedures and forms on the dates and times listed below. Departmental personnel professionals, payroll supervisors and other staff who process employee leave requests, prepare personnel records related to leaves, and provide information to employees are encouraged to attend one of the following sessions:

Date	Time	Location
Tuesday, September 15	10:00 to 11:30 AM	Room 105, 44 Gough Street
Tuesday, September 15	1:30 to 3:00 PM	Room 105, 44 Gough Street
Monday, September 21	1:30 to 3:00 PM	Room 105, 44 Gough Street

Please call Kathy Luhman at 557-4843 to sign up attendees from your department. Space is limited, therefore, your RSVP will help us provide adequate seating and handouts for all participants.

If your department is unable to attend any of the sessions, notify Kathy Luhman, who will send you the informational package after September 14th.

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City and County of San Francisco **Department of Human Resources**

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 29-98

BOX 41
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100 Larkin Street
San Francisco, CA 94102

DATE: September 8, 1998

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: ANNOUNCEMENT OF INNOVATIVE CLERICAL TESTING PROGRAM

The Department of Human Resources is pleased to announce the implementation of the new clerical testing program designed to streamline hiring procedures in the following job codes: 1404 Clerk, 1406 Senior Clerk, 1424 Clerk Typist, 1426 Senior Clerk Typist, 1444 Secretary I, 1446 Secretary II and 1450 Executive Secretary I. This new program is the first step toward exemplifying our vision that examination procedures must be job related, streamlined, standardized, yet customer service oriented. This program will radically change the hiring process for these job codes and features exciting benefits for departmental managers, employees and job applicants as identified below.

1. Eliminates provisional hiring and allows permanent appointments of staff from day one.
2. Ensures that candidates referred to departments have demonstrated important job-related competencies.
3. Allows departments to select skilled employees who most closely match departmental needs.
4. Facilitates communication with candidates, as their names and addresses will be sent to departments via e-mail in mail/merge format.
5. Eliminates redundancies in the hiring process.
6. Improves morale and quality of regular staff by testing for promotional opportunities on an on-going basis.
7. Allows candidates to demonstrate newly acquired skills every six months.
8. Provides fresh pools of qualified candidates through continuous recruitment and testing.

44 Gough Street • San Francisco, CA 94103-1233

EXECUTIVE SUMMARY

The program features continuous, skill-based testing using computer software to determine if applicants possess the necessary knowledge, skills and abilities for the respective jobs. Applicants who pass the skill tests for one or more of the job codes will be placed in employment registers for those jobs for a period of six (6) months. As we are notified of departmental vacancies, the names of qualified applicants will be submitted to departments to be considered for hire. An applicant who is selected and who accepts the position offered by the department, will be placed on an eligible list and referred back to the hiring agency for permanent employment. The certification rule for all eligible lists will be Rule of the List.

The examination announcements for this program were issued August 28, 1998. Special Clerical Testing applications are available on a continuous basis at 44 Gough Street. Applications may be filed in person, once a week, on a first-come, first-serve basis on Wednesdays between the hours of 4:00 p.m. and 6:00 p.m. from September 2, 1998 through September 23, 1998. Effective September 29, 1998, applications will be accepted during those hours on Tuesdays. Each week, approximately sixty (60) qualified applicants will be screened and scheduled for testing. Applicants will be able to file for all of the job codes included in the program on a single application. Any changes in the days or hours for filing applications, location(s) for filing, or in the number of qualified applicants accepted for testing each week, will be posted on the bulletin board at 44 Gough Street. This information will also be available by calling a new Clerical Testing Hotline at 557-4984.

Qualified candidates scheduled for testing will be given notice of the date, time and location of the examination at the time of filing their applications. Initially, we will be testing three (3) days a week on Mondays, Wednesdays and Thursdays at 44 Gough Street. In the future, we plan to expand testing to include additional days and locations. Our goal is to ultimately have the resources to give examinations to applicants on a walk-in basis. The computer software used in this testing program includes several different modules. Candidates will be able to take tests for all of the job codes for which they have applied in one testing session. Results of the examinations (pass/fail) will be available to candidates at the testing site. Candidates will also complete a skills/availability checklist which will be used to match candidates with specific positions. Successful candidates will be provided with information regarding the next steps in the process. Candidates who do not pass may reapply to take the examination(s) after six (6) months.

cc: Honorable Willie L. Brown, Mayor
Honorable Members of the Board of Supervisors
Honorable Members of the Civil Service Commission

STREAMLINED CLERICAL TESTING/APPOINTMENT PROCEDURES AND TRAINING DATES

1404 Clerk, 1406 Sr. Clerk, 1424 Clerk Typist, 1426 Sr. Clerk Typist, 1444 Secretary I, 1446 Secretary II, & 1450 Executive Secretary I

FILLING PERMANENT VACANCIES

Referral Request

Departments wishing to fill permanent vacancies must submit an Employment Register Referral Request via cc:Mail, Internet e-mail, or regular mail to DHR Clerical Testing. On this form, departments should indicate the necessary or desirable skills and, if applicable, work schedule for the specific position being filled. DHR will match this information with data in the Employment Register and will forward an Employment Register Referral Report via e-mail to an authorized staff person which will include the names, addresses and telephone numbers of only those candidates in the register who match department needs. This report will also identify whether or not candidates are current City and County employees and, for 1450 Executive Secretary I only, will include scores candidates received in the test modules for that job code.

Departmental Selection Procedure

Upon receipt of the Employment Register Referral Report, departments are responsible for contacting the candidates and conducting a selection process. Departments must require that candidates submit regular City and County employment applications (DHR will distribute these to successful candidates at the time of testing), and may require additional documents such as resumes, verification of experience, supplemental applications, etc. for use in the departmental screening process. The Special Clerical Testing Program applications completed initially by candidates do not require them to provide specific employment history. Therefore, departments must review the regular City and County applications to verify that candidates continuing in the selection process meet the Minimum Qualifications for the position. Please be advised that City and County employees receive credit for the duties of the class to which appointed. Credit for experience obtained outside of the employee's class is allowed only if recorded in accordance with Civil Service Commission Rules. Please note that clerical experience in job codes such as 1424 Clerk Typist and 1426 Senior Clerk Typist is not qualifying for 1450 Executive Secretary I.

Departments are advised that they may only ask job-related questions. Job analysis information is available. Please contact your MSS liaison if you need further information or have any questions. A list of questions which may **not** be asked pursuant to State and Federal legislation is available from your MSS liaison.

In accordance with established procedures, departments are responsible for ensuring equal employment opportunity and workforce diversity. The appointing authority must create and retain appropriate records of the administration of the selection process, including all documents related to the selection. Based on these records, the appointing authority must be able to articulate why a particular candidate has been selected over other candidates in order to be prepared for audits, grievances, discrimination complaints, litigation, etc.

Referral Response

After selecting a candidate to fill a vacancy, departments may make a conditional offer of employment. If the candidate accepts the position, the department must submit an Employment Register Response form to DHR Clerical Testing to provide the information we need to place the candidate on an eligible list. By signing this response form, the appointing officer is certifying that the department has selected the candidate for permanent hire. After the eligible list has been posted and adopted, the DHR Referral Office will send a Referral Notice to the department listing the eligible and the certification date for the department file. Departments will not be required to submit a response to the Referral Office.

FILLING TEMPORARY VACANCIES

Regular Temporary Requisitions and Appointments

Effective immediately, no new temporary, T, full-time or part-time, regularly scheduled requisitions will be approved by DHR. All temporary requisitions (less than six months duration) should be issued as temporary exempt, TE, under Charter Section 10.104, category 16 or 17 or Prop F retirees. Modification of existing temporary requisitions that warrant extension of time should be submitted on a Requisition Modification to change the requisition type from temporary, T, to temporary exempt, TE, and the new duration date.

Future appointments to these requisitions shall be temporary exempt; no Oral Authorizations will be issued for provisional appointment.

As Needed Requisitions and Appointments for These Clerical Classes

Effective immediately, all new requisitions for as-needed work schedules must be issued as TE, temporary exempt, under Charter Section 10.104, category 16. No new temporary, T, requisitions with an as-needed work schedules will be approved. In the near future DHR will convert your current as-needed work schedule temporary requisitions from temporary, T, to temporary exempt, TE. DHR will send you a list of temporary requisitions that are converted.

Until the conversion of requisitions from T, temporary, to TE, temporary exempt, is complete, DHR will only issue new Oral Authorizations for provisional appointments to vacant slots on currently approved as-needed schedule requisitions in this clerical series. After the conversion, as-needed employment will be authorized only as TE appointments on TE requisitions.

An instructional memo will be issued advising departments of procedures to both transition current as-needed employees from provisional to TE status and to hire new TE clerical as-needed employees. This memo will be sent to you with the list described above of requisitions converted to temporary exempt, TE, type.

INFORMATIONAL SESSIONS

Informational sessions on the clerical testing program will be held for departmental personnel representatives at 44 Gough Street, Room 300AB on:

Tuesday	September 22	10:30 to 12:00
Tuesday	September 22	2:00 to 3:30
Wednesday	September 23	10:30 to 12:00
Wednesday	September 23	2:00 to 3:30

Please call Peggy Walton at 557-4876 to reserve a space in these sessions.

City and County of San Francisco **Department of Human Resources**

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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/11/98

MEMORANDUM
DHR No. 30- 98

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Date: September 11, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, and provisions contained in the Municipal Executives Association (MEA) Memorandum of Understanding, the following new classifications are hereby assigned to a bargaining unit represented by MEA. These assignments are effective ***July 1, 1998*** pursuant to provisions of the MOU.

Classification	**Unit Assignment**	**Certified Representative**
1071 IS Manager	M	Municipal Executives Association (MEA) ECG:351
1073 IS Director	M	" " "

By copy of this memorandum it is requested that departments with employees in the affected classifications notify such employees of the assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

- over -

for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignments set forth above. If you have questions regarding the assignments, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classifications from the effective date of the assignments.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
chron file

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City and County of San Francisco **Department of Human Resources**

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 31 - 98

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Date: September 11, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***September 19, 1998***.

Classification	Unit Assignment	Certified Representative
1185 Administrative Services Director	EM	Municipal Executives Assoc. (MEA) (EGC:0351)

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

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for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
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City and County of San Francisco

Memorandum

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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September 17, 1998

To: Departmental Personnel Officers
Departmental Personnel Analysts
Departmental Personnel and Payroll Staff

From: Andrea R. Gourdine
Human Resources Director

Subject: Training for Unemployment Insurance Program

Gates McDonald Gibbens, our third party administrator for unemployment insurance, is offering training for personnel and payroll staff. The training will review:

- procedures for processing unemployment claims,
- basics of unemployment insurance,
- guidelines for documentation,
- preparation for an unemployment insurance hearing, and
- importance of the monthly claims activity reports.

Personnel, payroll and clerical staff who complete unemployment insurance claim forms and/or attend hearings are encouraged to attend one of the following sessions:

Date	Time	Location
Monday, October 5	9:30 am to 11:00 am	Training Room 105, 44 Gough Street
Monday, October 5	1:30 pm to 3:00 pm	Training Room 105, 44 Gough Street
Thursday, October 15	9:30 am to 11:00 am	Training Room 105, 44 Gough Street
Thursday, October 15	1:30 pm to 3:00 pm	Training Room 105, 44 Gough Street

Training will begin on time. Registration will be 15 minutes before the training starts.

Please call Kathy Luhman at 557-4843 to confirm the number of attendees from your department and the date/time attending. Your RSVP will help us provide adequate seating and handouts for all participants.

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 33- 98

Date: September 25, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

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San Francisco, CA 94102

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***October 3, 1998.***

Classification	**Unit Assignment**	**Certified Representative**
5634 Water and Power Resources Manager	M	Municipal Executives Association (MEA) ECG:351

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

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44 Gough Street • San Francisco, CA 94103-1233

for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
chron file

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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 34- 98

Date: October 2, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - REASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, classification 8150 Principal District Attorney's Investigator is hereby reassigned from the Management Bargaining Unit to the Management Bargaining Unit–District Attorney's Investigator. This classification will continue to be represented by the Municipal Executives' Association and covered by the MEA Memorandum of Understanding. The unit reassignment is effective ***October 17, 1998.***

Classification	**Unit Assignment**	**Certified Representative**
8150 Principal District Attorney's Investigator	M-DAI	Municipal Executives Association (MEA)

ECG:351

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the reassignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

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for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit reassignment set forth above. If you have questions regarding the reassignment, please contact Janet Rogers at 557-4915.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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DHR No. 35-98

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DATE: November 25, 1998

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: REVISED EMPLOYMENT REGISTER REFERRAL REQUEST FORM FOR THE CLERICAL TESTING PROGRAM

The attached Clerical Testing Program Employment Register Referral Request form replaces the original request form that was distributed during the Clerical Testing Program departmental training sessions. Please direct your staff members who are authorized to request the employment registers to begin using the new forms immediately. The new form contains a space for the date of request and also contains a change to the instructions.

Specifically, departments may only select up to a maximum of 15 selection criteria. A maximum had to be set due to query limitations in our database programs. In order to limit your request to 15 or fewer criteria, we suggest that your department specify the most essential skills, abilities and availability, rather than all that are desirable. Please note that your department also has the ability to screen individuals further through supplemental applications or other departmental screening processes.

If you have any questions regarding the Clerical Testing Program employment register process, please contact Jerry Kessler at 557-4883.

ARG:JK

44 Gough Street • San Francisco, CA 94103-1233

City and County of San Francisco **Department of Human Resources**

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

CLERICAL TESTING PROGRAM
EMPLOYMENT REGISTER REFERRAL REQUEST

JOB CODE #: ______________ JOB TITLE: ______________________________

DEPARTMENT: ____________________ CONTACT NAME: ___________________________

PHONE: ______________ DATE: ______________ CONTACT TITLE: __________________

Instructions: This form will be used as a screening device to produce your requested employment register referral report. You may check **up to a total of 15 boxes** listed below that match the MOST ESSENTIAL skills, abilities and/or work schedule availability of the requested position. If you utilize this screening device, only the names of candidates in the register who match the items you checked will be included. If you would like the names of all candidates in the employment register, check the first box and leave the rest of the form blank. All employment register referrals will be transmitted to your department via cc:mail as MS Excel (mail merge/data format) files.

- ☐ Refer all candidates in Employment Register

- • Administrative Support
- ☐ Schedule Meetings
- ☐ Arrange Travel
- ☐ Maintain Calendar
- ☐ Take Minutes
- ☐ Process Purchase Orders
- ☐ Prepare Expense Reports
- ☐ Filing
- ☐ Develop and Maintain Filing Systems
- ☐ Edit Copy
- ☐ Compose Correspondence
- ☐ Proof Reading
- ☐ Reception
- ☐ Schedule Appointments
- ☐ Screen Callers
- ☐ E-Mail
- ☐ Lotus Organizer
- ☐ Review and Prepare Invoices
- ☐ Data Entry

- • Document Production
- ☐ Business Letters
- ☐ Memos
- ☐ Charts/Graphs
- ☐ Financial Reports
- ☐ Statistical Reports
- ☐ Confidential Documents
- ☐ Personal Service Contracts
- ☐ Requests for Proposal
- ☐ Brochures
- ☐ Flyers
- ☐ Manuals
- ☐ Handbooks

- • Office Equipment
- ☐ Multi-Line Phone
- ☐ Typewriter
- ☐ Fax Machine
- ☐ TDD Line
- ☐ Pagers/Paging System
- ☐ Calculator
- ☐ Dictaphone

- • Computers
- ☐ IBM/Compatible
- ☐ Apple/Macintosh

- • Computer Software
- ☐ Microsoft Word
- ☐ Word Perfect
- ☐ Power Point
- ☐ Harvard Graphics
- ☐ Lotus Freelance Graphics
- ☐ Dbase
- ☐ Lotus 1-2-3
- ☐ Excel
- ☐ FileMaker Pro
- ☐ Paradox
- ☐ Access

- • Reproduction/Mail Services
- ☐ Networked High Volume Copy
- ☐ Print & Mail Bindery Equip.
- ☐ Photocopying
- ☐ Transfer Files Over Network
- ☐ Process Mail
- ☐ Mail Distribution
- ☐ Mail Delivery
- ☐ High Volume Mail Metering
- ☐ Special Handling

- • Customer Service
- ☐ Skill in Handling Complaints
- ☐ Heavy Phone Contact
- ☐ Heavy Public Contact

- • Office Management
- ☐ Supervision
- ☐ Training

- • Physical Ability
- ☐ Ability to Lift 25 lbs.
- ☐ Ability to Lift 50 lbs.

- • Schedule Availability
- ☐ Shifts
- ☐ Weekends
- ☐ Holiday
- ☐ Full Time
- ☐ Part Time
- ☐ School Term
- ☐ As Needed
- ☐ Overtime

- • Languages (other than English)
- ☐ Cantonese
- ☐ Mandarin
- ☐ Russian
- ☐ Spanish
- ☐ Tagalog
- ☐ Vietnamese

Revised 11/25/98

City and County of San Francisco **Department of Human Resources**

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No. 37 - 98

Date: December 4, 1998

To: Department Heads
Departmental Personnel Officers / Payroll Personnel
Employee Organization Representatives

Through: Andrea R. Gourdine
Human Resources Director

From: Geoffrey L. Rothman
Employee Relations Director

Re: **BARGAINING UNIT ASSIGNMENT - INITIAL ASSIGNMENT**

In accordance with the procedure for bargaining unit assignments issued by this office on October 12, 1990, the following bargaining unit assignment is hereby determined as indicated below. This assignment is effective ***December 12, 1998***.

Classification	Unit Assignment	Certified Representative
7501 Environmental Service Worker	1 – N	Laborers' International Union of North America, Local 261 *(ECG:0261)*

By copy of this memorandum it is requested that departments with employees in the affected classification notify such employees of the assignment and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

> "In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

Per Civil Service Rule 7, 'Procedures for the Utilization of Administrative Law Judges', any request

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for such hearing should be directed to the Executive Officer of the Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, Ca. 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Clarice Clarke at 252-3253 to request the required form if you wish to file a protest regarding the unit assignment set forth above. If you have questions regarding the assignment, please contact Janet Rogers at 557-4915.

In general, provisions of the collective bargaining agreement with the employee organization listed above will apply prospectively to employees in the assigned classification from the effective date of the assignment.

cc: Kate Favetti, CSC
Clarice Clarke, CSC
John Madden, Controller
Stella Ong, Controller
Sandy Holmes, PPSD
Ron Bladow, PPSD
Clare Murphy, Retirement
Ann Sommercamp, Health Service System
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City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

Memorandum

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San Francisco, CA 94102

DATE: December 4, 1998

TO: Appointing Officers
Departmental Personnel Officers

4/98

FROM: Linda R. Lee
Acting Deputy Director, Administrative Services

SUBJECT: Revised Family and Medical Leave Act (FMLA) Policy and Procedures

A revised packet of the citywide FMLA Policy and Procedures, checklists, and forms, dated December 1, 1998, is attached.

- One major change includes the recent decision by the City Attorney's Office to apply to FMLA the City's policy that considers an employee's registered domestic partner as equivalent to a spouse.

The following clarifications and information have been included in response to questions and issues raised during and since the September orientation sessions:

- prorated entitlement for part-time employees,
- not counting legal holidays in the calculation of leave time used,
- not counting compensatory time when used to supplement SDI,
- reference to MOU provisions which may allow an employee to return to another position or another assignment of duties upon return to work.

For your convenience the attached packet includes a copy of all the forms, checklists, and record keeping procedures, even when there was no revision. Please reproduce copies of this packet for your staff members who handle FMLA requests. Also included is a copy of the revised Request for Leave form (DHR 7-20), which has updated references to FMLA.

Questions about the policy and procedures should be directed to the DHR Internal Services Analyst for your department (Cynthia Hamada 557-4932, Gerry Redmond 557-4863, or Gilda Cassanego 557-4859).

Attachment

44 Gough Street • San Francisco, CA 94103-1233

Family & Medical Leave Act (FMLA)

Table of Contents

Family and Medical Leave Act Policy and Procedures

Recordkeeping Procedures

Personnel Action Checklist

Your Rights under the Family and Medical Leave Act - FMLA 1 (two-sided)
Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave

Employee Checklist

Employee Request for Family and Medical Leave - FMLA 1A

Response to Your Request for Family and Medical Leave - FMLA 1B

Certification of Health Care Provider - FMLA 2

Supervisor's Report of Absence of Five Days or More - FMLA 3

Facts for Supervisors to Know - FMLA 3A

Automatic FMLA Designation/Informational Letter - FMLA 4

Withdrawal of FMLA Designation - FMLA 5

Family and Medical Leave Expiration Notice - FMLA 6

Fitness for Duty to Return From Leave Certification - FMLA 7 (two-sided)

Intermittent Leave Verification - FMLA 1C

Departmental Request for Key Employee Designation - FMLA 8 (two-sided)

Notification of Restricted Rights to Return From FMLA Leave for Key Employee - FMLA 9

CITY AND COUNTY OF SAN FRANCISCO

FAMILY AND MEDICAL LEAVE ACT POLICY AND PROCEDURES

I. STATEMENT OF POLICY

The City and County of San Francisco ("City") will provide family care and medical leave for eligible employees as required by applicable State and Federal law. The following provisions set forth certain rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act (“FMLA”) of 1993 and the regulations of the California Family Rights Act (“CFRA”).[1]

II. FMLA LEAVE DEFINED

This document refers throughout to FMLA Leave. All such references are meant to include leave covered by the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA).

The FMLA allows eligible employees to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks (480 hours) in any 12 months because of the birth of a child and to care for the newborn child, because of the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse/domestic partner or parent) with a serious health condition, or because the employee's own serious health condition makes the employee unable to perform the functions of his/her job.

The City also provides additional family care related benefits not required by federal or state laws as set forth in Civil Service Rule 20.33, Family Care Leave.

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[1] All references to the FMLA in this document incorporate the CFRA.

III. APPLYING FOR AN FMLA LEAVE

A. Who is Eligible?

1. Employment Requirements:

Full-time and part-time employees who have been employed (i.e., on the payroll) by the City for twelve (12) months or more and who have actually worked at least 1,250 hours (including overtime hours) during the 12-month period immediately preceding commencement of leave are eligible for FMLA Leave. (Hours taken as sick pay, vacation, or any other type of leave shall not constitute hours worked.)

2. Qualifying Medical Circumstances:

Eligible employees may apply for FMLA Leave under the following circumstances:

(a) For the birth of the employee's child and to care for that child;

(b) For the placement of a child with the employee in connection with the adoption or foster care of that child and to care for that child;

(c) For the care of the employee's spouse/domestic partner, son, daughter, or parent with a serious health condition; or

(d) Due to the employee's own serious health condition that makes the employee unable to perform the functions of his/her job.

“Serious health condition,” as defined in accordance with Federal and State regulations, means an illness, injury (includes on-the-job injuries or illness), impairment, or physical or mental condition [of the employee or a child, parent, spouse/domestic partner of the employee] that involves one of the following:

(1) inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential health care facility, or any period of incapacity (i.e., inability to work due to the serious health condition), or

(2) continuing treatment or continuing supervision by a health care provider, as detailed in FMLA and its implementing regulations. (Please see §825.114 of the FMLA a copy of which is attached.)

3. Family Member definitions:

(a) "Spouse" means a husband or wife as defined or recognized under State law for purposes of marriage. A "registered domestic partner" is the equivalent of spouse under the City policy.

(b) "Parent" means a biological parent, or an individual who stood in as a parent to an employee when the employee was a son or daughter as defined below. "Parent" does not include a parent "in-law".

(c) "Son" or "daughter" means a biological, adopted, or foster child, a step child, a legal ward, or a child of a person who stands in as a parent, who is under 18, or who is over 18 but is incapable of self-care due to a mental or physical disability.

B. Procedure For Requesting FMLA Leave

1. Giving notice to the City

Although the City recognizes that emergencies arise which may require an employee to request immediate leave, an employee is required to give as much notice as possible of his/her need for leave. The City will designate and record as FMLA Leave any leave that qualifies as FMLA Leave, even if the employee does not specifically request FMLA Leave.

a. *Where Leave is Foreseeable*

If the need for leave is foreseeable, an employee must provide the Appointing Officer with written notice at least 30 days prior to the commencement of leave. Examples of situations requiring 30 day advance notice include an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or the employee's family members. If an employee knows that he/she will need leave in the future, but does not know the exact date(s), the employee must inform his/her supervisor as soon as possible when such leave will be needed. "As soon as possible" ordinarily would mean at least verbal notification to the Appointing Officer within one or two business days of when the need for leave becomes known to the employee.

b. *Where Leave is Not Foreseeable:*

If the need for leave is not foreseeable, or 30 days notice is not possible, notice must be given to the Appointing Officer as soon as practicable, generally within two working days of learning of the need for leave, except in extraordinary circumstances where such notice is impossible. Such notice shall be given orally or in writing.

2. Forms Required to be Submitted to the City

a. *Employee Request for Family and Medical Leave Form*:

Although an employee may initially make his/her request orally, he/she must submit a request to his/her supervisor for FMLA Leave on the Employee Request for Family and Medical Leave (DHR #FMLA 1A) form as soon as practicable.

Such written request shall set forth whether the leave is requested because of the employee's own serious health condition, a family member's serious health condition, or the birth, adoption or placement of a child, the anticipated start date of the leave, and the anticipated duration of the leave.

b. *FMLA Medical Certification of Health Care Provider Form:*

An employee taking leave because of his/her own or a family member's serious health condition must submit a Certification of Health Care Provider (DHR #FMLA 2) form completed by a health care provider if the leave exceeds five (5) consecutive calendar days or if a reduced scheduled leave or intermittent leave is needed. The procedures pertaining to the submission of these forms are set forth in section C. The Need for Medical Certifications.

3. Requests to Extend FMLA Leave:

An employee requesting a leave extension must do so in writing, at least two business days prior to the end of his/her scheduled leave. Failure by an employee to provide such advance notice could delay the granting of the leave extension.

4. Effect of a Failure to Provide Adequate Notice:

a. *Failing to provide notice of a Foreseeable Leave*:

If an employee fails to give 30 days notice for foreseeable leave, with no reasonable excuse for the delay, the City may delay the taking of FMLA Leave for a period of 30 days after the employee provides notice of the need for FMLA Leave.

b. *Failing to provide notice until after returning to work*:

The City may retroactively designate leave as FMLA Leave after the employee has returned to work only if the employee notifies the City within two business days of returning to work that a leave was for FMLA reasons. If FMLA Leave is not requested within two days of returning to work, the employee may not subsequently assert FMLA protections for the absences.

5. City's Response to Request for FMLA Leave:

a. *Notice given in advance of an FMLA Leave*

Where leave form is received in advance of the leave, once the City has notice of an employee' s qualifying reason for leave or request for leave, the City will notify the employee in writing within two business days whether the leave has been designated and will count against the employee's entitlement to FMLA Leave.

b. *Notice given after the FMLA Leave has begun*

Where leave form is received after the leave has started, to the extent that the leave period qualified as FMLA Leave, the City may retroactively designate the entire, or some portion of the leave as FMLA Leave

c. *Notice of an FMLA Leave and reasons for employee's absence learned after returning to work*

If an employee was absent for an FMLA reason and the City did not learn the reason for the absence until the employee's return to work, the City may retroactively designate the leave as FMLA leave only within two business days of the employee's return to work (with appropriate notice to the employee).

d. *Preliminary Designation of FMLA Leave*

If the City knows the reason for the leave but has not been able to confirm that the leave qualifies under FMLA, or where the City has requested a Certification of Health Care Provider form which has not yet been received, or the parties are in the process of obtaining a second or third medical opinion, the City should make a preliminary designation of FMLA Leave, and so notify the employee at the time leave begins, or as soon as the reason for the leave becomes known. Upon receipt of the Certification of Health Care Provider form, the preliminary designation will become final. If the Certification of Heath Care Provider form fails to confirm that the reason for the absence was an FMLA reason, the City must withdraw the designation, with written notice to the employee.

6. Abridgement of FMLA Leave

Abridgement of FMLA Leave during the time period requested requires the approval of the appointing officer.

C. The Need for Medical Certifications

1. Who must provide a Certification of Health Care Provider form:

An employee who requests FMLA Leave because of his/her own serious health condition or to care for a family member with a serious health condition must submit a written Certification of Health Care Provider form from a health care provider to support the leave request.

A health care provider is defined as a doctor of medicine or osteopathy authorized by the State of California to practice medicine or surgery (as appropriate) or a podiatrist, dentist, clinical psychologist, optometrist, or chiropractor (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under State law, nurse practitioners and clinical social workers performing within the scope of their practice as defined by State law, and Christian Science practitioners who are authorized to practice under state law and who are listed with the First Church of Christ, Scientists in Boston, Massachusetts.

2. When must the Certification of Health Care Provider form be provided:

When the leave is foreseeable and at least 30 days notice has been provided, the employee must provide a Certification of Health Care Provider form before beginning the leave. When this is not possible, the employee must provide the requested Certification of Health Care Provider form within 15 calendar days of the City's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. For pregnancy, chronic, or permanent, long-term conditions under continuing supervision of a health care provider, the City may request recertification no more often than every thirty (30) days and only in connection with an absence, unless: a) the frequency or duration of absences has changed; b) the severity of the condition or complication has changed; or c) the City receives information that casts doubt upon the employee's stated reason for the absence.

For FMLA Leave taken intermittently or on a reduced leave schedule basis, or when the minimum duration of a period of incapacity is more than thirty (30) days, the City may not request recertification in less than the minimum period specified on the certification unless: a) the employee requests an extension of the leave; b) circumstances described by the previous certification have changed significantly; or c) the employer receives information that casts doubt upon the continuing validity of the certification.

Any recertification requested by the City is at the employee's expense. No second or third opinion on recertification may be required.

3. Additional medical information:

An Appointing Officer who has reason to doubt the validity of the initial Certification of Health Care Provider form of a "serious health condition" of an employee or of an employee's family member, or a Certification supporting an extension request, may, in accordance with established procedures, require a "second opinion". The Human Resources Director will designate a health care provider to furnish the second medical opinion. (The provider may not be employed on a regular basis by the City.)

In the case of conflicting medical opinions, a third opinion by a health care provider mutually agreed upon by the employee and the Appointing Officer shall be final and binding. Second or third opinions required by a department are provided at the City's expense.

In addition, as noted above, the City may request periodic medical updates by requiring the employee to submit Certification of Health Care Provider forms.

4. Effect of employee failure to provide a Certification of Health Care Provider form:

If the employee fails to submit a Certification of Health Care Provider form, the Appointing Officer may delay the continuation of FMLA Leave or may deny the request to designate the leave as FMLA Leave.

5. Medical documents for extension of leave:

All employees requesting a leave extension for a serious health condition must provide a Certification of Health Care Provider form of the need for continued leave. The City may also require periodic medical updates to support continuing leave.

D. Amount of FMLA Leave available

1. General entitlement

An eligible full-time employee is entitled to a maximum of twelve (12) workweeks (480 hours) of FMLA Leave within a rolling 12-month period. Generally, but with exceptions noted below, an FMLA Leave must be taken in one consecutive period of time. An employee's entitlement to leave will be calculated based upon a rolling 12-month period measured backwards from the date an employee requests any FMLA Leave. Each time an employee requests FMLA Leave, the remaining leave entitlement will consist of any balance of the twelve (12) workweeks (480 hours) which has not been used during the immediately preceding twelve (12) months. An employee may request an amount of leave that would be calculated by measuring backwards twelve (12) months and deducting any amount of FMLA time that had been already designated from the 12 week entitlement.

If eligible, a part-time employee has a pro-rated entitlement.

2. Leave for the birth/adoption/foster care of a child:

Spouses/domestic partners who *both* work for the City are entitled to a combined total of twelve (12) weeks (480 hours) of leave in a 12-month period if the leave is used because of the birth of their child, adoption, or foster care placement of a child with them. Unmarried parents have separate entitlement, if individually qualified for an FMLA Leave.

Birth/Adoption/Foster care FMLA Leave entitlement expires at the end of the twelve (12) month period beginning on the date of the birth or placement of the child.

3. Intermittent leave/Reduced schedule leave:

FMLA Leave may be taken intermittently or on a reduced schedule leave under certain circumstances. A reduced schedule leave is a scheduled leave that reduces the employee's usual work hours per workweek, or hours per workday.

An employee may use FMLA Leave intermittently or on a reduced schedule leave when medically necessary for planned and/or unanticipated medical treatment of a serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition, or where the employee needs to provide care or psychological comfort to an immediate family member with a serious health condition. Intermittent leave is also available when a serious health condition requires periodic treatment by a health care provider, or when the employee or family member is incapacitated due to a chronic serious health condition even if there is no treatment by a health care provider.

An employee who requests an intermittent or reduced schedule leave due to a medical necessity must submit certification of the medical need from a health care provider, including (if applicable) the anticipated schedule for treatment. Employees who require intermittent FMLA Leave or a reduced schedule leave must attempt to schedule the leave so as not to disrupt the Department's operations. Discussions regarding the leave scheduling should take place prior to scheduling treatment (if required).

FMLA Leave for the birth, adoption, or foster care of a child must be concluded within one year of the birth, or placement of the child. When an employee uses leave for the care of a newborn or newly-placed child, he or she may do so intermittently or on a reduced schedule leave only if the Appointing Officer agrees.

If an employee takes an intermittent or reduced schedule leave, only the amount of leave actually taken is counted toward the twelve (12) week (480 hours) FMLA Leave entitlement. The smallest increment of leave that may be used is one hour. The employee completes the Intermittent Leave Verification (DHR #FMLA 1C) form.

At the sole discretion of the City, an employee who takes an intermittent or reduced schedule leave may be temporarily reassigned during the duration of the leave to another position in the same class within the Department with equivalent pay and benefits in order to better accommodate the leave. When the employee no longer needs to continue on leave and is able to return to full-time work, the employee will be placed in the same or equivalent position as the job he/she left when the leave commenced.

4. Leave requests in excess of twelve weeks (480 hours):

Leave requests in excess of twelve (12) weeks (480 hours) within a 12-month period shall be administered in accordance with existing City rules, policies and collective bargaining agreements.

E. Returning to Work Following an FMLA Leave

1. Medical certification required prior to return to work:

An employee returning from a FMLA Leave of more than five (5) calendar days taken because of his/her own serious health condition must provide medical certification from his/her health care provider of fitness to return to work with regard to the particular health condition that caused the employee's need for FMLA Leave. The employee's health care provider must complete the Fitness for Duty to Return From Leave Certification (DHR #FMLA 7). The cost of the certification shall be borne by the employee and the employee is not entitled to be paid for time spent obtaining the certificate, consistent with department policy. Failure to provide this certification may result in delay or denial of return to work.

Employees may be required to report periodically on their status and intent to return to work consistent with collective bargaining agreements or departmental policies. An employee's failure to do so may result in delays in returning to work.

2. Position upon returning from FMLA Leave:

Upon return from a FMLA Leave, an employee should be returned to the same position held prior to the leave or to one that is equivalent in pay, benefits, and working conditions, subject to certain exceptions. Some collective bargaining agreements may include Return-to-Work provisions allowing for temporary modified duty or other assignment that differs from the employee's regular job duties. An employee would not be entitled to return to the position if the employee would not otherwise have been employed at the time of the return to work. For example:

(a) If the employee would have been subject to lay-offs implemented pursuant to Civil Service Commission Rules or collective bargaining agreement during the leave period.

(b) If the employee was designated as a "key employee" with the review and approval of the Human Resources Director, and if the City notified the employee of this designation. (The employee might be denied return to work when the FMLA expired if such denial was necessary to prevent substantial and grievous economic injury to the City's operation. A "key employee" is limited to a salaried employee who is within the highest paid 10% of the workforce within 75 miles of the facility where employed).

3. Effect of failure to return from leave:

If the employee fails to return to work at the end of the designated leave period and also fails to receive an authorized extension of that leave as specified above, the employee shall be marked absent without leave (AWOL) and after 5 days may be separated via automatic resignation consistent with procedures under Civil Service Rules or applicable MOUs or collective bargaining agreements.

F. FMLA: Paid or Unpaid Leave

1. Paid leave for an employee's serious medical condition:

Except for authorized Workers' Compensation leave or pregnancy disability leave, an employee who uses FMLA Leave for his/her own serious health condition or for the serious health condition of a child, must concurrently use his/her accrued sick leave to pay for his/her time off. Check if provisions of current labor contracts allow the use of paid sick leave in other cases.

After paid sick leave has been exhausted, or if an employee cannot use sick leave because he/she is caring for a spouse/domestic partner or parent, an employee must then use his/her accrued vacation leave to cover his/her remaining FMLA leave, followed by the use of floating holidays.

"Comp-time" may not be used as a substitute for paid FMLA Leave. If an employee with a qualifying serious health condition receives State Disability Insurance (SDI) payments and supplements the SDI payments with "comp-time", only the non-supplemented time is counted towards his/her FMLA leave entitlement.

In all cases, when all paid leave has been exhausted, an employee will continue the balance of his/her FMLA Leave on an unpaid basis.

2. Effect of using paid leave:

The use of accrued sick leave or vacation leave during a FMLA Leave does not extend the duration of an employee's FMLA Leave entitlement.

Sick leave and vacation benefits (if applicable) will continue to accrue only during the paid portion of a FMLA Leave.

FMLA Leave shall not constitute a break in service for purposes of seniority. However, probationary periods may be extended based upon criteria set forth in Civil Service Rules, policies, MOUs or collective bargaining agreements.

3. Legal Holidays:

When an employee is not scheduled to work on a legal holiday that falls during an approved FMLA leave, that holiday is not counted as time used towards the total 12-week entitlement. However, if an employee is required to work on a legal holiday and takes intermittent or reduced schedule FMLA leave that day, that time off is counted toward the total 12-week entitlement.

G. Employee Benefits While On Leave

1. While on approved leave:

Leave under this policy is unpaid except when paid leave is substituted as set forth in section F. FMLA: Paid or Unpaid Leave. The City will maintain an eligible employee's group health, dental, vision, long-term disability and life insurance coverage (if applicable) during a FMLA Leave under the same conditions as coverage would have been provided if the employee had been actively at work. To maintain benefit coverage, the employee must continue to pay his/her share of premiums, if any, at the same rate as if he/she were on active status.

2. Effect on recovery of insurance benefit premiums when an employee fails to return from approved FMLA Leave:

If an employee does not return to work after the employee's FMLA Leave entitlement has been exhausted or expires, under 29 CFR Section 825.213, the City may require the employee to repay that portion of the insurance premiums paid by the City during the unpaid leave period, unless the reason the employee does not return to work is due to a serious health condition as defined in this policy or to other circumstances beyond the employee's control.

When an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition, thereby precluding the City from recovering its share of health benefit premiums, the City may require that the employee submit a Certification of Health Care Provider from within thirty (30) days of a request for such. If the employee fails to submit the form in a timely manner, or if the reason for not returning the form is not beyond the employee's control, the City may recover 100% of the health benefit premiums it paid during the period of unpaid FMLA Leave.

"Circumstances beyond the employee's control" include, but are not limited to: a) a parent chooses to stay home with a newborn child who has a serious health condition; b) a relative or individual other than an immediate family member has a serious health condition and the employee is needed to provide care; c) the employee is laid off while on leave. "Circumstances beyond the employee's control" would not include: a) an employee wants to remain with a parent in a distant city even though the parent no longer requires the employee's care; or b) a parent chooses not to return to work to stay home with a well, newborn child.

To the extent recovery is allowed, the City may recover costs through deductions from any sums due the employee (e.g., unpaid wages, vacation pay) provided such deductions do not otherwise violate applicable federal or state wage payment or other laws.

H. Relationship to Other Types of Leave

1. Workers' Compensation Leave:

An employee who sustains a work-related injury is eligible for a medical leave of absence in accordance with applicable law. The City will count an employee's Workers' Compensation absence against that employee's FMLA Leave entitlement if the employee suffered an on-the-job injury or illness that qualifies as a serious health condition. If the health care provider treating the Workers' Compensation injury certifies that the industrially-injured employee is able to return to light duty work, he or she may decline such a position and remain on FMLA Leave until he or she is able to return to the same or equivalent job or until the 12-week (480 hours) FMLA Leave entitlement is exhausted. During this period, the City will substitute any accrued sick leave followed by vacation and floating holidays, to cover any unpaid portion of the leave. The decision not to return to light duty may also affect the employee's right to continued Workers' Compensation benefits.

2. Pregnancy Disability Leave:

Under California Law (Fair Employment and Housing Act (FEHA)), an employee disabled by pregnancy, childbirth or related medical conditions is entitled to a leave of absence up to four (4) months. The City may count an eligible employee's pregnancy disability leave against her FMLA entitlement as it is a serious health condition. However, an employee may be entitled to take, an additional 12-week CFRA Leave, for reason of the birth of her child. During the period of Pregnancy Disability Leave, there will be no substitution of paid leave, unless requested by the employee. Medical certification of the pregnancy disability is required.

I. Application of Attendance Policy

Any leave taken by an employee which qualifies as FMLA Leave will not be counted in determining whether an employee has excessively used sick leave under that employee's department's attendance policy.

J. Reference List of Federal And State Regulations

1. Family and Medical Leave Act of 1993 (FMLA): 29 U.S.C. §§ 2601 -2654, as implemented by 29 C.F.R. § 825 (effective April 6, 1995).

2. California Family Rights Act (CFRA), Cal. Gov't Code §12945.2, and Cal. Code Regs., Tit. 2: §7297.0 - §7297. 11.

K. Contacts

1. Contact your DHR Internal Services
   Staff Analyst or, if unknown call
   (415) 557-4829; Fax (415) 557-4868
   Department of Human Resources
   44 Gough Street San Francisco, California 94103

2. City Attorney Office
   1390 Market Street
   Fox Plaza, Fifth Floor
   San Francisco, California 94102
   Attention: Darren W. Lee
   Michele Modena

ATTACHMENT

employee was a child. A biological or legal relationship is not necessary.

(d) For purposes of confirmation of family relationship, the employer may require the employee giving notice of the need for leave to provide reasonable documentation or statement of family relationship. This documentation may take the form of a simple statement from the employee, or a child's birth certificate, a court document, *etc.* The employer is entitled to examine documentation such as a birth certificate, *etc.*, but the employee is entitled to the return of the official document submitted for this purpose.

§ 825.114 What is a "serious health condition" entitling an employee to FMLA leave?

(a) For purposes of FMLA, "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

(1) *Inpatient care* (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of *incapacity* (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom), or any subsequent treatment in connection with such inpatient care; or

(2) *Continuing treatment* by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

(i) A period of *incapacity* (*i.e.*, inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom) of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

(A) Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (*e.g.*, physical therapist) under orders of, or on referral by, a health care provider; or

(B) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

(ii) Any period of incapacity due to pregnancy, or for prenatal care.

(iii) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:

(A) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;

(B) Continues over an extended period of time (including recurring episodes of a single underlying condition); and

(C) May cause episodic rather than a continuing period of incapacity (*e.g.*, asthma, diabetes, epilepsy, *etc.*).

(iv) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

(v) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, *etc.*), severe arthritis (physical therapy), kidney disease (dialysis).

(b) Treatment for purposes of paragraph (a) of this section includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. Under paragraph (a)(2)(i)(B), a regimen of continuing treatment includes, for example, a course of prescription medication (*e.g.*, an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (*e.g.*, oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

(c) Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, *etc.*, are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.

(d) Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.

(e) Absences attributable to incapacity under paragraphs (a)(2) (ii) or (iii) qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

§ 825.115 What does it mean that "the employee is unable to perform the functions of the position of the employee"?

An employee is "unable to perform the functions of the position" where the health care provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee's position within the meaning of the Americans with Disabilities Act (ADA), 42 USC 12101 *et seq.*, and the regulations at 29 CFR § 1630.2(n). An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. An employer has the option, in requiring certification from a health care provider, to provide a statement of the essential functions of the employee's position for the health care provider to review. For purposes of FMLA, the essential functions of the employee's position are to be determined with reference to the position the employee held at the time notice is given or leave commenced, whichever is earlier.

§ 825.116 What does it mean that an employee is "needed to care for" a family member?

(a) The medical certification provision that an employee is "needed to care for" a family member encompasses both physical and psychological care. It includes situations where, for example, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself or herself to the doctor, etc. The term also includes providing psychological comfort and reassurance which would be beneficial to a child, spouse

FAMILY MEDICAL LEAVE ACT (FMLA)
RECORDKEEPING PROCEDURES

DEPARTMENTAL RECORDKEEPING

NOTIFICATION TO EMPLOYEES:

Immediately post all FMLA/CFRA notification documents on departmental bulletins. These documents are entitled:
1) Your Rights under the Family and Medical Leave Act (DHR FLMA # 1), and
2) Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability (reverse side DHR FLMA # 1) .

Ensure that every employee receives a copy of these two documents, and record how the department notified each employee.

Ensure that every new hire receives these documents as part of the employee orientation process.

DEPARTMENT'S RECORDKEEPING:

Maintain all FMLA related documents for a minimum of three (3) years. Notification forms may be kept in the employee's personnel file. All FMLA requests and other forms from the employee containing confidential information must be kept in a confidential medical file.

List of Approved and Denied FMLA Leave Requests:

In addition to maintaining the documents in the employee's personnel / medical files, departments will maintain a list of the names of employees who requested FMLA Leave including the names of employees who requested and were denied FMLA Leave. If FMLA was denied, include a short explanation for the denial. The department will send a summary to the Department of Human Resources (DHR) Internal Services on a semi-annual basis. DHR will have this information available in the event of a Department of Labor (DOL) audit.

FMLA Designation:

If eligible, an employee is entitled to FMLA Leave. Employees on FLMA Leave have a right to take up to twelve (12) workweeks (480 hours) of leave in a rolling 12-month period. An employee's entitlement to leave is calculated based upon a rolling 12-month period measured backwards from the date an employee requests any FMLA Leave.

FMLA is unpaid time unless the employee is eligible for paid time. An employee cannot take comp time as FMLA, however comp time may be used to supplement SDI payments without that portion of comp time used being designated under FMLA. The employee may request comp time before or after time designated as FMLA. The department must keep track of all time designated as FMLA Leave including time taken intermittently or on a reduced schedule leave. The smallest increment of leave that may be used is one hour. All time designated as FMLA Leave must be documented on the department's records so that reproductions are clear and identifiable by date or pay period.

DEPARTMENT OF HUMAN RESOURCES' (DHR) RECORDKEEPING:

DHR Internal Services will maintain the semi-annual lists generated by departments. In the event that DOL conducts an audit, DHR will then direct the DOL to the departments and the departments will provide DOL with the employee information at the departmental level.

FMLA REGULATIONS SUMMARIZED Section 825.500

What records must be kept to comply with the FMLA?

* FMLA provides that employers must "make, keep, and preserve records pertaining to their obligations under the Act" in accordance with the recordkeeping requirements of section 11(c) of the Fair Labor Standards Act (FLSA).

* No particular order or form of records is required.

* Employers must maintain records that disclose the following:

a) Basic payroll and identifying employee data, including name, address, occupation; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid *(FLSA information)*.

b) Dates FMLA Leave is taken by FMLA eligible employees. Leave must be designated in records as FMLA Leave; leave so designated may not include leave required under State law or an employer plan which is not also covered by FMLA.

c) If FMLA Leave is taken by eligible employees in increments of less than one full day, the hours of the leave.

d) Copies of employee notices of leave furnished to the City, if in writing; and copies of all general and specific written notices given to employees as required under the FMLA. These copies may be maintained in employee personnel files.

e) Any documents (including written and electronic records) describing employee benefit or employer policies and practices regarding the taking of paid and unpaid leaves.

f) Premium payments of employee benefits.

g) Records of any dispute between the City and an eligible employee regarding designation of leave as FMLA Leave, including any written statement from the City or employee of the reasons for the designation and for the disagreement.

* Records and documents relating to medical certifications, recertifications or medical histories of employees or employee's family members, created for purposes of FMLA, must be maintained as confidential medical records in separate files/records from the usual personnel files and if ADA is also applicable, such records shall be maintained in conformance with ADA confidentiality requirements except that:

1) Supervisors and managers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations;

2) First aid and safety personnel may be informed (when appropriate) if the employee's physical or medical condition might require emergency treatment; and

3) Government officials investigating compliance with FMLA shall be provided relevant information upon request.

* The regulations do not establish the requirement that any employer revise its computerized payroll or personnel records to comply. However, "employers must keep the records specified by these regulations for no less than three years and make them available for inspection, copying and transcription . . . ."

CITY AND COUNTY OF SAN FRANCISCO

FAMILY AND MEDICAL LEAVE ACT
PERSONNEL ACTION CHECKLIST

I. AN EMPLOYEE REQUESTS FMLA LEAVE BEFORE THE LEAVE BEGINS

_______ Send the employee the following forms --
1) Your Rights Under the Family and Medical Leave Act (FMLA 1)
2) Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave (FMLA 1 side two)
3) Employee Request for Family and Medical Leave (FMLA 1A)
4) Certification of Health Care Provider (FMLA 2)

_______ Send the employee the "Response to Your Request for Family and Medical Leave" (FMLA 1B) form within two business days of receiving the "Employee Request" form, after considering the following:

Is the employee covered by FMLA?
- employed for 12 months (need not be consecutive)
- worked 1,250 hours during the past 12 months (sick pay, vacation or other leave hours don't count as hours worked)

Is the reason for the leave covered by the FMLA?
- the birth or placement of a child with the employee
- to care for a seriously ill spouse/domestic partner, parent or child
- due to the employee's serious health condition that makes the employee unable to perform the functions of his/her position

If your answer is YES to both of the questions in the boxes above, FMLA Leave is appropriate.

If your answer is NO to the question in either box, there is no FMLA Leave entitlement, but based on the information known at that point (the third asterisk in box 2), there may very well be an ADA issue you need to address.

CITY AND COUNTY OF SAN FRANCISCO

FAMILY AND MEDICAL LEAVE ACT
PERSONNEL ACTION CHECKLIST

________ Make sure the employee submits the "Certification of Health Care Provider" form in a timely fashion.

________ Send the "Withdrawal of FMLA Designation" (FMLA 5) form if the "Certification of Health Care Provider" form does not confirm that the reason for the leave is an FMLA covered reason, or if the employee fails to submit the Certification in time without a reasonable excuse for the delay.

________ If necessary, complete the "Departmental Request for Key Employee Designation" (FMLA 8) form, and submit to DHR.

________ If the employee is a Key Employee, as designated by DHR, send the employee the "Notification of Restricted Rights to Return from FMLA Leave for Key Employee" form.

________ Send the "Family and Medical Leave Expiration Notice" (FMLA 6) form two weeks before the FMLA Leave is scheduled to expire, along with a "Fitness for Duty to Return from Leave Certification" (FMLA 7) form, if the FMLA Leave has been for the employee's own serious health condition, and another "Employee Request for Family and Medical Leave" form, and "Certification of Health Care Provider" form.

________ Send the employee a new "Response to Your Request for Family and Medical Leave" form, if an extension is requested.

II. AN EMPLOYEE MAKES AN FMLA REQUEST, AFTER LEAVE HAS BEGUN

_______ Send the employee the following forms --

1) Your Rights under the Family and Medical Leave Act (FMLA 1)
2) Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave (FMLA 1 side two)
3) Employee Request for Family and Medical Leave (FMLA 1A)
4) Certification of Health Care Provider (FMLA 2)

_______ Send the employee the "Response to Your Request for Family and Medical Leave" (FMLA 1B) form within two business days of receiving the "Employee Request" form, after considering the following:

Is the employee covered by FMLA?

- employed for 12 months (need not be consecutive)
- worked 1,250 hours during the past 12 months (sick pay, vacation or other leave hours don't count as hours worked)

Is the reason for the leave covered by the FMLA?

- the birth or placement of a child with the employee
- to care for a seriously ill spouse/domestic partner, parent or child
- due to the employee's serious health condition that makes the employee unable to perform the functions of his/her position

If your answer is YES to both of the questions in the boxes above, FMLA Leave is appropriate.

If your answer is NO to the question in either box, there is no FMLA Leave entitlement, but based on the information known at that point (the third asterisk in box 2), there may very well be an ADA issue you need to address.

FAMILY AND MEDICAL LEAVE ACT
PERSONNEL ACTION CHECKLIST

To the extent that the leave period qualified as FMLA, you may retroactively designate that amount as FMLA Leave.

________ Make sure the employee submits the "Certification of Health Care Provider" form in a timely fashion.

________ Send the "Withdrawal of FMLA Designation" (FMLA 5) form if the "Certification of Health Care Provider" form does not confirm that the reason for the leave is an FMLA covered reason, or if the employee fails to submit the Certification in time without a reasonable excuse for the delay.

________ If necessary, complete the "Departmental Request for Key Employee Designation" (FMLA 8) form, and submit to DHR.

________ If the employee is a Key Employee, as designated by DHR, send the employee the "Notification of Restricted Rights to Return from FMLA Leave for Key Employee" (FMLA 9) form.

________ Send the "Family and Medical Leave Expiration Notice" (FMLA 6) form two weeks before the FMLA Leave is scheduled to expire, along with a "Fitness for Duty to Return from Leave Certification" (FMLA 7) form, if the FMLA Leave has been for the employee's own serious health condition, and another "Employee Request for Family and Medical Leave" form, and "Certification of Health Care Provider" form.

________ Send the employee a new "Response to Your Request for Family and Medical Leave" form, if an extension is requested.

FAMILY AND MEDICAL LEAVE ACT
PERSONNEL ACTION CHECKLIST

III. AN EMPLOYEE REQUESTS FMLA LEAVE AFTER RETURNING FROM LEAVE

________ The employee must provide notice that the leave was for FMLA reasons within two business days of returning to work.

________ If proper notification is received from the employee, Send the employee the following forms --

1) Your Rights under the Family and Medical Leave Act (FMLA 1)
2) Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave (FMLA 1 side two)
3) Employee Request for Family and Medical Leave (FMLA 1A)
4) Certification of Health Care Provider (FMLA 2)

_______ Send the employee the "Response to Your Request for Family and Medical Leave" (FMLA 1B) form within two business days of receiving the "Employee Request" form, after considering the following:

Is the employee covered by FMLA?

- employed for 12 months (need not be consecutive)
- worked 1,250 hours during the past 12 months (sick pay, vacation or other leave hours don't count as hours worked)

Is the reason for the leave covered by the FMLA?

- the birth or placement of a child with the employee
- to care for a seriously ill spouse/domestic partner, parent or child
- due to the employee's serious health condition that makes the employee unable to perform the functions of his/her position

If your answer is YES to both of the questions in the boxes above, FMLA leave is appropriate.

If your answer is NO to the question in either box, there is no FMLA Leave entitlement, but based on the information known at that point (the third asterisk in box 2), there may very well be an ADA issue you need to address.

To the extent that the leave period qualified as FMLA, you may retroactively designate that amount as FMLA Leave.

________ Make sure the employee submits the "Certification of Health Care Provider" form in a timely fashion.

________ Send the "Withdrawal of FMLA Designation" (FMLA 5) form if the "Certification of Health Care Provider" form does not confirm that the reason for the leave is an FMLA covered reason, or if the employee fails to submit the Certification in time without a reasonable excuse for the delay.

IV. AN EMPLOYEE IS ABSENT OR ON LEAVE, BUT MAKES NO FMLA REQUEST -- NOTIFICATION FROM SUPERVISOR OR CO-WORKERS BEFORE THE EMPLOYEE RETURNS TO WORK

________ Supervisor submits "Supervisor's Report of Absence of Five Days or More" (FMLA 3) form.

Is the employee covered by FMLA?

* employed for 12 months (need not be consecutive)
* worked 1,250 hours during the past 12 months (sick pay, vacation or other leave hours don't count as hours worked)

Is the reason for the leave covered by the FMLA?

* the birth or placement of a child with the employee
* to care for a seriously ill spouse/domestic partner, parent or child
* due to the employee's serious health condition that makes the employee unable to perform the functions of his/her position

If your answer is YES to both of the questions in the boxes above, FMLA Leave is appropriate.

If your answer is NO to the question in either box, there is no FMLA Leave entitlement, but based on the information known at that point (the third asterisk in box 2), there may very well be an ADA issue you need to address.

________ Send employee "Automatic FMLA Designation/Information Letter" (FMLA 4) form within two business days of receiving "Supervisor's Report of Absence" form.

CITY AND COUNTY OF SAN FRANCISCO

FAMILY AND MEDICAL LEAVE ACT
PERSONNEL ACTION CHECKLIST

______ Send the employee the following forms --
1) Your Rights under the Family and Medical Leave Act (FMLA 1)
2) Family Care and Medical Leave (CFRA Leave) and
   Pregnancy Disability Leave (FMLA 1 side two)
3) Employee Request for Family and Medical Leave (FMLA 1A)
4) Certification of Health Care Provider (FMLA 2)
5) Request For Leave (DHR #7-20)

______ Make sure the employee submits the "Certification of Health Care Provider" form in a timely fashion.

______ Send the "Withdrawal of FMLA Designation" (FMLA 5) form if the "Certification of Health Care Provider" form does not confirm that the reason for the leave is an FMLA covered reason, or if the employee fails to submit the Certification in time without a reasonable excuse for the delay.

______ If necessary, complete the "Departmental Request for Key Employee Designation" (FMLA 8) form, and submit to DHR.

______ If the employee is a Key Employee, as designated by DHR, send the employee the "Notification of Restricted Rights to Return from FMLA Leave for Key Employee" (FMLA 9) form.

______ Send the "Family and Medical Leave Expiration Notice" (FMLA 6) form two weeks before the FMLA Leave is scheduled to expire, along with a "Fitness for Duty to Return From Leave Certification" (FMLA 7) form, if the FMLA Leave has been for the employee's own serious health condition, and another "Employee Request for Family and Medical Leave" form, and "Certification of Health Care Provider" form.

FAMILY AND MEDICAL LEAVE ACT
PERSONNEL ACTION CHECKLIST

________ Send the employee a new "Response to Your Request for Family and Medical Leave" (FMLA 1B) form, if an extension is requested.

V. AN EMPLOYEE IS ABSENT OR IS ON LEAVE, BUT MAKES NO FMLA REQUEST AT ANY TIME -- NOTIFICATION FROM SUPERVISOR OR CO-WORKERS AFTER THE EMPLOYEE RETURNS TO WORK.

________ Designation of FMLA Leave must be made within 2 business days of the employee's return to work.

Is the employee covered by FMLA?

- * employed for 12 months (need not be consecutive)
- * worked 1,250 hours during the past 12 months (sick pay, vacation or other leave hours don't count as hours worked)

Is the reason for the leave covered by the FMLA?

- * the birth or placement of a child with the employee
- * to care for a seriously ill spouse/domestic partner, parent or child
- * due to the employee's serious health condition that makes the employee unable to perform the functions of his/her position

If your answer is YES to both of the questions in the boxes above, FMLA Leave is appropriate.

If your answer is NO to the question in either box, there is no FMLA Leave entitlement, but based on the information known at that point (the third asterisk in box 2), there may very well be an ADA issue you need to address.

________ Send employee "Automatic FMLA Designation/Information Letter" (FMLA 4) form.

CITY AND COUNTY OF SAN FRANCISCO

FAMILY AND MEDICAL LEAVE ACT
PERSONNEL ACTION CHECKLIST

_______ Send the employee the following forms --

1) Your Rights under the Family and Medical Leave Act (FMLA 1)
2) Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave (FMLA 1 side two)
3) Employee Request for Family and Medical Leave (FMLA 1A)
4) Certification of Health Care Provider (FMLA 2)
5) Request For Leave (DHR #7-20)

_______ Make sure the employee submits the "Certification of Health Care Provider" form in a timely fashion.

_______ Send the "Withdrawal of FMLA Designation" (FMLA 5) form if the "Certification of Health Care Provider" form does not confirm that the reason for the leave is an FMLA covered reason, or if the employee fails to submit the Certification in time without a reasonable excuse for the delay.

LIST OF DOCUMENTS

Family & Medical Leave Act (FMLA)

Family and Medical Leave Act Policy and Procedures

Forms for Employee

Your Rights under the Family and Medical Leave Act - FMLA 1 (two-sided)
Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave

Employee Request for Family and Medical Leave - FMLA 1A

Certification of Health Care Provider - FMLA 2 (5 pages)

Fitness for Duty to Return From Leave Certification - FMLA 7 (two-sided)

Employee Checklist

Forms for Departmental Human Resources Office

Response to Your Request for Family and Medical Leave - FMLA 1B

Intermittent Leave Verification - FMLA 1C

Automatic FMLA Designation/Informational Letter - FMLA 4

Withdrawal of FMLA Designation - FMLA 5

Family and Medical Leave Expiration Notice - FMLA 6

Personnel Action Checklist

Forms for Supervisors

Supervisor's Report of Absence of Five Days or More - FMLA 3

Facts for Supervisors to Know - FMLA 3A

Key Employee Designation

Departmental Request for Key Employee Designation - FMLA 8 (two-sided)

Notification of Restricted Rights to Return From FMLA Leave for Key Employee - FMLA 9

CITY AND COUNTY OF SAN FRANCISCO

FMLA 1

YOUR RIGHTS
under the
FAMILY AND MEDICAL LEAVE ACT

FMLA requires the City to provide within a rolling 12-month period up to 12 weeks (480 hours) of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. You are eligible if you have worked for the City for at least one year, and for 1,250 hours over the previous 12 months. (Hours taken as sick pay, vacation or other type of leave do not count as hours worked for this calculation.)

REASONS FOR TAKING LEAVE[1]: Under the FMLA, unpaid leave must be granted for any of the following reasons:

- To care for your child after birth and to care for that child;
- For the placement with the employee of a child for adoption or foster care and to care for that child;
- To care for your spouse/domestic partner, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.[2]

City policy requires that, except for authorized Workers' compensation leave or pregnancy disability leave, if you use FMLA Leave, you must concurrently use accrued sick leave time off. After sick leave has been exhausted, or if you cannot use sick leave because you are caring for a spouse/domestic partner or parent, an employee must then use accrued vacation leave to cover the remaining FMLA leave, followed by the use of floating holidays.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: You are required to provide advance leave notice and medical certification. Use of FMLA leave may be denied if requirements are not met.

- You ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- The City requires medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the City's expense) and a fitness for duty report to return to work.
- While on leave you may be required to furnish the City with periodic status reports.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the City will maintain your health coverage under your "group health plan." You are responsible for your share of premium costs, if any.
- Upon return from FMLA leave, you will likely be restored to your original or equivalent position with equivalent pay, benefits, and other employment terms unless you are designated a "key employee".
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of your leave.

UNLAWFUL ACTS BY EMPLOYERS: FMLA makes it unlawful for the City to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against you for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION: **Contact your departmental Human Resources office.**

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[1] Information on the California Family Rights Act of 1993 and the City's Pregnancy Disability Leave is provided on the reverse side of this page.

[2] The City will count a Workers' Compensation absence towards your FMLA entitlement if you suffer an on-the-job injury or illness that qualifies as a serious health condition.

FAMILY CARE AND MEDICAL LEAVE (CFRA LEAVE) AND PREGNANCY DISABILITY LEAVE

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (CFRA leave). This leave may be up to 12 workweeks (480 hours) in a 12-month period for the birth of your child, and adoption or foster care placement of a child with you, or for your own serious health condition or that of your child, parent or spouse/registered domestic partner.

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or related medical conditions, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take both a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days advance notice for foreseeable events (such as the expected birth of your child or a planned medical treatment for yourself or of a family member). For events which are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy or your own serious health condition or certification from the health care provider of your child, parent or spouse/registered domestic partner who has a serious health condition before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

Taking a family care or pregnancy disability leave may impact certain employment benefits. If you need more information regarding your eligibility for a leave and/or the impact of the leave on your benefits, please contact your departmental Human Resources office.

Family & Medical Leave Act
Employee Checklist

I. To Request FMLA Leave

________ Notify your supervisor (30 days in advance, if possible).

________ Complete and submit EMPLOYEE REQUEST FOR FAMILY AND MEDICAL LEAVE form (FMLA 1A) to your department's Human Resources (HR) Office.

Your Department's HR Office will determine:
1) if you are eligible for FMLA Leave at this time
2) if your reason for the leave is covered by FMLA.

Your department will return the two-sided RESPONSE TO YOUR REQUEST FOR FAMILY AND MEDICAL LEAVE form (FMLA 1B) within two (2) business days of receiving the EMPLOYEE REQUEST form. The RESPONSE TO YOUR REQUEST will notify you if your leave was approved or denied.

II. If your FMLA leave was denied, you might be eligible for:

A. Other types of leave under Civil Service Commission Rules (CSC), including:
- Sick Leave with Pay (CSC Rule 20, Article II and III)
- Sick Leave without Pay (CSC Rule 20, Article IV)
- Family Care Leave (CSC Rule 20.33)
- Personal Leave (CSC Rule 20.39)

________ Complete Section I of the REQUEST FOR LEAVE form (DHR 7-20) and submit the REQUEST OF LEAVE form to your supervisor for approval.

OR

B. Reasonable Accommodation under the Americans with Disabilities Act (ADA)

Contact your Department's HR Office for more information.

III. If your FMLA Leave was approved,

________ If required, submit to your Department's HR Office the CERTIFICATION OF HEALTH CARE PROVIDER form (FMLA 2) completed and signed by your Health Care Provider.

If leave was foreseeable and at least 30 days notice was provided, then submit the CERTIFICATION form before beginning the leave.

If leave was not foreseeable, then submit the CERTIFICATION form as soon as possible and no later than fifteen (15) calendar days after your department approved your request.

Revised 12/1/98

Family & Medical Leave Act
Employee Checklist

If the CERTIFICATION OF HEALTH CARE PROVIDER form (FMLA 2) does not confirm that the reason for the leave is an FMLA covered reason, or if you failed to submit the CERTIFICATION in time without a reasonable excuse for the delay, your department may send you a "WITHDRAWAL OF FMLA DESIGNATION" form (FMLA 5).

Two weeks before your FMLA Leave expires, the department will send you these forms:

1) FAMILY AND MEDICAL LEAVE EXPIRATION NOTICE form (FMLA 6),
2) FITNESS FOR DUTY TO RETURN FROM LEAVE CERTIFICATION form (FMLA 7) if the leave was for your own serious health condition,
3) EMPLOYEE REQUEST FOR FAMILY AND MEDICAL LEAVE form (FMLA 1A), and
4) CERTIFICATION OF HEALTH CARE PROVIDER form (FMLA 2).

Leave Extensions:

________ If you need to extend your FMLA Leave, complete and submit to your Department's HR Office the EMPLOYEE REQUEST FOR FAMILY AND MEDICAL LEAVE (FMLA 1A) with the "Extension" box checked.

________ If required, submit a new CERTIFICATION OF HEALTH CARE PROVIDER form (FMLA 2) within fifteen (15) calendar days after your department approved your request for an extension.

Your department will return the two-sided RESPONSE TO YOUR REQUEST OF FAMILY AND MEDICAL LEAVE form for an extension (FMLA 1B) within two (2) business days of receiving the EMPLOYEE REQUEST form. The RESPONSE TO YOUR REQUEST for an extension (FMLA 1B) will notify you if your leave was approved or denied.

Intermittent Leave or Reduced Schedule Leave:

________ Complete and submit the INTERMITTENT LEAVE VERIFICATION form (FMLA 1C).

IV. Return to Work:

________ If you are ready to return to work at the end of your leave and the leave was due to your own serious health condition, request from your Department's HR Office the FITNESS FOR DUTY TO RETURN FROM LEAVE CERTIFICATION (FMLA 7). Ask your Health Care Provider to complete this form and submit the form to your supervisor prior to or on the day you return to work.

CITY AND COUNTY OF SAN FRANCISCO

FMLA 1A

EMPLOYEE REQUEST FOR FAMILY AND MEDICAL LEAVE[1]

☐ **New Request** ☐ **Request for Extension**[2]

I am requesting Family and Medical Leave for the following reason (check one):

☐ A. The birth of the employee's child and to care for such child. ____________________
(date of birth)

☐ B. The placement with the employee of a child for adoption or foster care and to care for such child. (Attach documentation.)

☐ C. In order to care for an immediate family member because such family member has a serious health condition. (Submit "Certification of Health Care Provider" (FMLA 2) form within 15 calendar days.)

Circle one: CHILD SPOUSE/DOMESTIC PARTNER PARENT OTHER (explain)

____

____

☐ D. Employee's serious health condition that makes the employee unable to perform the functions of his/her job.[3] (Submit "Certification of Health Care Provider" (FMLA 2) form within 15 calendar days.)

If you checked one of the above, your request, if approved, will constitute Family Medical Leave and will be designated as such.[4] If you checked "D", the City will, as a condition of returning to work, require you to provide a medical certification of fitness to return to work. If you fail to submit the required certification, the City may refuse to return you to work until the certification is submitted.

Requested Dates: ____________________________ through ____________________________.
(beginning date) (ending date)

Employee Signature	Date
Employee Name (Print or Type)	Social Security No.
Employee Class Number and Title	Dept. Name

cc: Personnel File

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[1] Refers to both Federal and State Leaves under the Family Medical Leave Act and the California Family Rights Act.

[2] Requests for an extension of FMLA Leave must be submitted two business days prior to the end of the current scheduled FMLA Leave. Failure to submit timely may delay the granting of the FMLA Leave extension.

[3] The City will count a Workers' Compensation absence against your FMLA leave if you suffer an on-the-job injury or illness that qualifies as a serious health condition.

[4] Except for authorized Workers' Compensation leave or pregnancy disability leave, an employee who uses FMLA Leave concurrently must use accrued sick leave for time off. After sick leave has been exhausted, or if an employee cannot use sick leave because of caring for a spouse/domestic partner or parent, an employee must then use accrued vacation leave to cover the remaining FMLA leave, followed by the use of floating holidays.

FMLA 1B

RESPONSE TO YOUR REQUEST OF _______ FOR FAMILY AND MEDICAL LEAVE[1]

(date)

☐ **New Request** ☐ **Request for Extension**[2]

EMPLOYEE NAME: ______________________________ Date: ________________

This is to inform you that:

1. ☐ You are eligible for leave under FMLA.

   ☐ You are not eligible for leave under FMLA. Reason: ______________________________

2. Leave dates requested ______________________ through ______________________.

   ☐ Will be counted toward your FMLA entitlement.

   ☐ Will not be counted toward your FMLA entitlement.

3. You ☐ will/ ☐ will not be required to furnish medical certification (Certification of Health Care Provider form FMLA 2) of a serious health condition. If required, you must submit the form by _____________ *(date)* Note: Must submit within 15 calendar days after you are notified of this requirement or we may delay the commencement of your leave until the certification is submitted. We may also preliminarily designate your leave as FMLA Leave, subject to submission of the Certification of Health Care Provider (FMLA 2) form.

4. You may be requested to provide the City with a Certification of Health Care Provider (FMLA 2) form no more frequently than every thirty (30) days from the date you commence your leave as to your serious health condition or your family member's serious health condition.

Except as explained below, you have a right under the FMLA for up to 12 weeks (480 hours) of unpaid leave in a rolling 12-month period[3] for the reasons listed on the other side (FMLA 1A). Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work. Unless you have been designated as a "key employee", you must be reinstated to the same or an equivalent position with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse the City for its contribution of health insurance premiums paid on your behalf during the unpaid portion of your FMLA leave.

______________________________ ______________________________

(Signature of Department Representative) *(Print Name)*

FOR OFFICE USE ONLY

Family and Medical Leave Expiration Notice: Leave ending ____________________

(date)

SENT: ______________________ ____________________

(two weeks prior to leave expiration) *(initials)*

cc: Personnel File

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[1] FMLA refers to both Federal and State leaves under the Family Medical Leave Act and the California Family Rights Act.

[2] Requests for an extension of FMLA Leave must be submitted two business days prior to the end of the current scheduled FMLA Leave. Failure to submit timely may delay the granting of the FMLA Leave extension.

[3] Each time you take FMLA leave, your remaining leave entitlement will be the balance of the 12 weeks you have not used during the immediately preceding 12 months. For example, if you took four weeks on 2/1/94, four weeks on 6/1/94 and four weeks on 12/1/94, you would not be entitled to any additional FMLA Leave until 2/1/95.

CITY AND COUNTY OF SAN FRANCISCO

FMLA 2

Certification of Health Care Provider

(Family and Medical Leave Act of 1993;
California Family Rights Act.)

Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA/CFRA leave. "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

1. Employee's Name: ______________________________

2. Patient's Name (if different from employee): ______________________________

3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's conditions qualify under any of the categories described? If so, please check the applicable category.

   (1) ☐ (2) ☐ (3) ☐ (4) ☐ (5) ☐ (6) ☐ or None of the above ☐

4. Describe the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:[1]

   a. If the employee is the patient (if not, skip to Question 5) state the approximate date the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present incapacity if different):

   b. Will it be necessary for the employee to work only intermittently or to work on a less than full schedule as a result of the condition (including for treatment described in Item 6 below)?

   If yes, give the recommended reduction in schedule and the probable duration: ____________________

   c. If the condition is a chronic condition (condition 4) or pregnancy, state whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity:

---

[1] This certification should not disclose the underlying diagnosis without the patient's consent

Employee's Name: ____________________

Patient's Name: ____________________

Certification of Health Care Provider

---

5. If the employee is not the patient:

a. The date, if known, on which the serious health condition commenced: ____________________

b. The probable duration of the condition: ____________________

c. An estimate of the amount of time which you believe the employee needs to care for the child, parent or spouse/domestic partner:

d. Does the serious health condition warrant the participation of the employee, including but not limited to, providing psychological comfort and arranging third party care as well as directly providing or participating in medical care:

No__________ Yes __________

6. a. If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments:

b. If any of these treatments will be provided by another provider of health services (e.g., physical therapist), please state the nature of the treatments:

c. If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, also provide an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:

d. If a regimen of continuing treatment by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):

Employee's Name: ____________________

Patient's Name: ____________________

Certification of Health Care Provider

7. a. If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy or a chronic condition), is the employee unable to perform work of any kind?

   b. If able to perform some work, is the employee unable to perform any one or more of the essential functions of the employee's job (the employee or the employer should supply you with information about the essential job functions)? If yes, please list the essential functions the employee is unable to perform:

   c. If neither a. nor b. applies, is it necessary for the employee to be absent from work for treatment?

(Signature of Health Care Provider)	(Type of Practice)
(Print Name of Health Care Provider)	(License No.)
(Address)	(Date)
(City) (State) (Zip Code)	(Telephone number)

Patient's Name: ____________________

TO BE COMPLETED BY THE ***EMPLOYEE*** NEEDING FAMILY LEAVE TO CARE FOR A FAMILY MEMBER:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

(Employee signature)

(Date)

(Employee name -- printed)

(Classification number and title)

(Dept.)

Certification of Health Care Provider Definitions

A "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

CATEGORY 1: Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with or consequent to such inpatient care.

"Incapacity" means an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment thereto, or recovery therefrom. "Treatment" includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

CATEGORY 2: Absence Plus Treatment

(a) A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

   (1) Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

   (2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

CATEGORY 3: Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

CATEGORY 4: Chronic Conditions Requiring Treatments

A chronic condition which:

   (1) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;

   (2) Continues over an extended period of time (including recurring episodes of a single underlying condition); and

   (3) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

CATEGORY 5: Permanent/Long-term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

CATEGORY 6: Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

CITY AND COUNTY OF SAN FRANCISCO

FMLA 3

SUPERVISOR'S REPORT OF ABSENCE OF FIVE DAYS OR MORE

DATE: ____________________

TO: Departmental Personnel Office

ATTN: ____

Employee's name: ____

Employee's classification & title: ____

This employee was absent from work from *(dates)* ________________ through ______________.

☐ I do not have any information about the reason(s) for this absence.

☐ I have the following information about the reason(s) for this absence (please state information in detail and source of the information):

____

____

____

____

____________________________________ Supervisor's signature

____________________________________ Supervisor's name (printed)

______________________ Supervisor's phone number

Personnel use only:

FORMS SENT	**DATE**	**INITIALS**
Automatic FMLA Designation/Informational Letter (DHR #FMLA 4)	________	________
Your Rights under the Family and Medical Leave Act (DHR #FMLA 1)	________	________
Employee Request for Family and Medical Leave (DHR #FMLA 1A)	________	________
Request For Leave (DHR #7-20)	________	________
FMLA Employee Checklist	________	________

cc: Personnel File

CITY AND COUNTY OF SAN FRANCISCO

FMLA 3A

FAMILY AND MEDICAL LEAVE ACT
FACTS FOR SUPERVISORS TO KNOW

⇒ *WHO IS ELIGIBLE FOR FMLA LEAVE* -- employees who have worked for the City for at least 12 months, and for at least 1,250 hours during this time.

⇒ *WHAT IS FMLA LEAVE* -- the Family and Medical Leave Act (federal) and the Family Care and Medical Leave Act (state) provides 12 weeks (480 hours) of unpaid leave when your employee or a member of the employee's immediate family has a serious health condition, or when your employee has a newborn, adopted, or newly placed foster child.

⇒ *WHO IS "IMMEDIATE FAMILY"* -- a spouse/domestic partner, daughter, son or parent of the employee. Parents "in-laws" are not immediate family.

⇒ *WHAT IS A SERIOUS HEALTH CONDITION* -- a heart attack; conditions requiring surgery; most cancers; back conditions requiring extensive therapy; strokes; severe nervous disorders; respiratory conditions; pregnancy; severe morning sickness; severe arthritis; pneumonia; appendicitis; emphysema, and conditions of similar severity. (Workers' Compensation counts if your employee suffers an injury or illness that qualifies as a serious health condition.)

⇒ *WHAT ISN'T A SERIOUS HEALTH CONDITION* -- barring complications: common colds, flues, earaches, stomach upset, minor ulcers, headaches (other than migraines), routine dental work, cosmetic surgery (unless there is hospitalization).

⇒ *WHAT TO DO WITH MEDICAL INFORMATION* -- Let your departmental Personnel Office know if an employee tells you something that indicates that he/she may qualify for a FMLA Leave. If it is a non-emergency situation, the employee will need to complete forms prior to the leave. If it is an emergency situation, notify your Human Resources office immediately. Don't discuss any medical information with the employee's co-workers.

⇒ *WHEN YOUR EMPLOYEE IS ABSENT MORE THAN 5 CONSECUTIVE DAYS* -- Complete and submit the "Supervisor's Report of Absence of Five Days or More" form to your Human Resources office.

⇒ *HOW AN EMPLOYEE GETS PAID DURING FMLA LEAVE* -- While FMLA Leave is unpaid, if an employee on FMLA Leave for his/her own serious health condition or for the serious health condition of a child, the employee must first use his/her sick leave. After sick leave has been exhausted -- or if an employee cannot use sick leave because he/she is caring for a spouse/domestic partner or parent -- the employee must use his/her accrued vacation leave to cover his/her remaining FMLA Leave, followed by the use of floating holidays. The employee will continue the balance of FMLA Leave on an unpaid basis when all paid leave has been exhausted.

⇒ *WHAT HAPPENS AFTER THE FMLA LEAVE ENDS* -- With certain limited exceptions, the employee will return to the position held prior to the leave.

⇒ *CAN YOU DISCIPLINE AN EMPLOYEE FOR MISSING WORK WHILE ON FMLA LEAVE* -- No. You cannot include an employee's FMLA absence when considering discipline for absenteeism.

CITY AND COUNTY OF SAN FRANCISCO

FMLA 4

AUTOMATIC FMLA DESIGNATION/INFORMATIONAL LETTER

Place employee's name and address below.

The Personnel Office received information from your supervisor that you have been absent for more than five (5) consecutive workdays, and that your absence may be related to your own serious health condition, the serious health condition of an immediate family member, or the birth, adoption, or new placement of a foster child.

Based on this information, and despite no request from you to do so, we have preliminarily designated your absences as covered by the Family Medical Leave Act due to:

☐ A. The birth of the employee's child and in order to care for such child.

☐ B. The placement with the employee of a child for adoption or foster care and to care for such child.

☐ C. In order to care for an immediate family member because such family member has a serious health condition. Circle one:

CHILD SPOUSE/DOMESTIC PARTNER PARENT OTHER__________

____

☐ D. Employee's own serious health condition that makes the employee unable to perform the functions of his/her job.

Dates of absence designated as FMLA Leave: __________________through ____________________________

By designating these days as FMLA Leave, your absences are protected, and may not be counted as absences for disciplinary purposes. The number of days you were absent, will, of course, be deducted from the total 12 week (480 hours) leave period available to you under the FMLA. We are not certain if you are entitled to FMLA Leave during your current absence and have enclosed information about the FMLA and other types of City Leaves. If you are not eligible for FMLA Leave, you will want to request another type of leave on the Request for Leave (DHR #7-20) form. If the reason you are absent is covered by the FMLA and you want to continue this designation, complete an Employee Request for Family and Medical Leave (FMLA 1A) and Certification of Health Care Provider (FMLA 2) form and return both to our office within 15 calendar days of this letter.

______________________________	______________________________
Signature of Preparer	Department
______________________________	______________________________
Printed Name	Date

ENCLOSED FORMS:
Your Rights Under the Family and Medical Leave Act (FMLA 1)
Employee Request for Family and Medical Leave (FMLA 1A)
Certification of Health Care Provider (FMLA 2)
Request For Leave (DHR #7-20)

cc: Personnel File
DHR #FMLA 4 Revised 12/1/98

CITY AND COUNTY OF SAN FRANCISCO

FMLA 5

WITHDRAWAL OF FMLA DESIGNATION

Place employee's name and address below:

Although the City made a preliminary designation that your absence from work was for reasons covered by the Family and Medical Leave Act,

- ☐ you did not submit the required Certification of Health Care Provider form (FMLA 2).
- ☐ your Certification of Health Care Provider form (FMLA 2) failed to confirm that the reason for the absence was an FMLA reason.

As such your absence from ________________ through ____________________, is not covered under the FMLA. Enclosed is a Request For Leave (DHR #7-20) form that you may complete and submit by ______________ if you have not already done so. For answers to your questions, please contact ____________________________ at ____________________.

(telephone number)

Signature of Preparer	Department
Printed Name	Date

cc: Personnel File

CITY AND COUNTY OF SAN FRANCISCO

FMLA 6

FAMILY AND MEDICAL LEAVE EXPIRATION NOTICE

Place employee's name and address below:

According to our records, your Family and Medical Leave (FMLA) is scheduled to end on *(date)*____________________________. **You have a balance of** ____________________ **in unused FMLA Leave.** If you need to request an extension of FMLA Leave, you must complete another Employee Request for Family and Medical Leave (FMLA 1A) form and submit it to our department's Human Resource Office at least two business days prior to the end of your scheduled leave. Failure to do so could delay granting the leave extension.

If you request a FMLA Leave extension, you must submit a new Certification of Health Care Provider (FMLA 2) form, if required. This form must be submitted to our department's Human Resources office within fifteen (15) calendar days of our response approving your request for an extension. While the City may grant the FMLA extension preliminarily, if the Certificate of Health Care Provider form fails to confirm that the extension is for an FMLA reason, the City will withdraw the FMLA designation. Similarly, if you fail to submit the Certification and cannot provide a reasonable explanation for the delay, the City may withdraw the FMLA designation.

If you are returning to work at the end of your leave and the leave was due to your own serious health condition, please complete the Fitness for Duty to Return From Leave Certification (FMLA 7) form and submit it to your supervisor prior to or on the day you return to work. Your job restoration may be delayed until this form is received by our department.

If you have any questions, please contact ____________________________ at ______________________.
(name) *(telephone number)*

____
Signature of Preparer

____
Date

____
Print Name

Enclosed:

- ☐ Employee Request for Family and Medical Leave (FMLA 1A)
- ☐ Certification of Health Care Provider (FMLA 2)
- ☐ Fitness For Duty to Return Certification (FMLA 7)

cc: Personnel File

DHR#FMLA 6 9/98

City and County of San Francisco

FMLA 7

FITNESS FOR DUTY TO RETURN FROM LEAVE CERTIFICATION

An employee on Family and Medical Leave[1] because of his/her own serious medical condition must present this release to his/her supervisor prior to or on the day he/she returns to work. An employee may not work without this release.

TO: Health Care Provider

Our employee, ______________________________, began a period of medical care leave for his/her serious health condition on ____________________.
(date employee commenced leave)

As a condition of return to work, the employee must have a medical examination. This form must be completed by you, as his/her health care provider, before the employee is allowed to resume his/her job duties.

1. Employee Name: ______________________________
2. Employee's Job Title: ______________________________
3. Date of Medical Examination: ______________________
4. Date employee may return from leave ______________________________.
5. Please indicate with a check mark the status of the employee's release for duty.

   ____________ Full, unrestricted duty. (Skip question 6 and proceed to item 7.)
   ____________ Modified duty. (Complete question 6.)
   ____________ Not released for any type of duty. (Go to item 7.)

6. If you are releasing the employee to modified duty, you must complete the following:
   a. Estimated date that employee will be able to return to full, unrestricted duty:
      ______________________________.
   b. Date of your next medical evaluation of the employee:
      ______________________________.
   c. Indicate the exact work restrictions which apply to the employee at this time on the chart on the back of this form.

---

[1] Refers to both Federal and State Leaves under the Family Medical Leave Act and the California Family Rights Act.

This is a 2-sided document.

EMPLOYEE NAME: ______________________

(Complete this section if the employee is being released to modified duty.)

PHYSICAL EXAMINATIONS	FULL RESTRICTIONS	PARTIAL RESTRICTIONS	NO RESTRICTIONS
Sedentary-Lifting 0 to 10 pounds			
Light-Lifting 10 to 20 pounds			
Moderate-Lifting 20 to 50 pounds			
Heavy-Lifting 50 to 100 pounds			
Pulling/Pushing, Carrying			
Reaching or working above shoulder			
Walking (hrs)			
Standing (hrs)			
Sitting (hrs)			
Stooping (hrs)			
Kneeling (hrs)			
Repeated Bending (hrs)			
Climbing (hrs)			
Operating a motor vehicle, crane, tractor, etc.			
Other:			
Exposure Limitation (Specify):			

7. I hereby certify that the foregoing facts are true and correct, and that this form is executed under penalty of perjury at ______________________ (List City and State), this ______ day of ________________ (month), ___ (year).

______________________ Signature of Health Care Provider

______________________ Date

______________________ Print Name of Health Care Provider

______________________ Phone Number

______________ Type of Practice

______________ License No.

______________________ Address

______________________ City State Zip

cc: Personnel File

CITY AND COUNTY OF SAN FRANCISCO

FMLA 1c

INTERMITTENT LEAVE VERIFICATION

DATE: ____________________

TO: ____
(Employee's Name)

FROM: ____
(Department Representative)

The Certification of Health Care Provider (FMLA 2) form submitted on _________________ indicates that it will be necessary for you to work only intermittently or to work on a less than full-time schedule as a result of an FMLA-covered condition. In general, employees who need to use FMLA Leave intermittently or on a reduced leave schedule must attempt to schedule the leave so as not to disrupt the Department's operations.

This letter confirms that you will be working the schedule attached to this letter from ______________________________ through ___________________________.

This letter confirms that on any occasion you miss work due to the serious health condition which was covered by the Certification of Health Care Provider form submitted on ____________________, the City will count the absence against your FMLA Leave. ***Please notify your supervisor if any other absence is due to the serious health condition covered by this Certification of Health Care Provider form or any other serious health condition, in order to ensure that your absences are counted as FMLA and that your entitlements under the FMLA are observed.***

_______________________________________ (Signature)

_______________________________ (Date)

Attachment: Schedule

cc: Personnel File

DHR #FMLA 1C Revised 12/1/98

CITY AND COUNTY OF SAN FRANCISCO

FMLA 8

DEPARTMENTAL REQUEST FOR KEY EMPLOYEE DESIGNATION

DATE: ______________________

EMPLOYEE'S NAME: ______________________

CLASSIFICATION: ______________________

JOB TITLE /WORK LOCATION: ______________________

In order for an employee to be designated a "Key employee," a check must be placed in all three (3) boxes below.

☐ This employee is a FLSA exempt employee.

☐ This employee is among the highest paid 10% of all City employees within 75 miles of the worksite employed by the City (FLSA exempt and non-exempt) at time of leave, including wages, premium pay and incentive pay (check with PPSD, Compensation Manager -- attach documentation).

☐ There are no more than 10% of the City's employees within 75 miles of the worksite that have been designated as "key employees" as of the date of this form.

RECOMMENDED:	APPROVED: DATE: ______________________
______________________ Signature of Appointing Officer or Departmental Personnel Officer	______________________ Signature Human Resources Director Department of Human Resources
______________________ Department	

IF APPROVED:

NOTIFICATION OF RESTRICTED RIGHTS TO RETURN FROM FMLA LEAVE FOR KEY EMPLOYEE FORM SENT: BY: ______________________ DATE: ______________

NOTE: If an employee is designated as a "key employee" and the City believes that job restoration will result in "serious and grievous economic injury," contact the City Attorney's Office to ensure that a notification letter is drafted in compliance with the FMLA and CFRA. This form does not provide notification of a decision not to reinstate following FMLA leave, only the possibility that such a decision may be made.

See FMLA Regulations, Section 825.217-825.219; CFR Regulations: CCR Title 2, Section 7297.2 (c)(2).

CITY AND COUNTY OF SAN FRANCISCO

DEPARTMENTAL REQUEST FOR KEY EMPLOYEE DESIGNATION

(FMLA Regs. Section 825.217)

DEPARTMENTAL PERSONNEL USE ONLY
To be completed and verified by the employee's departmental Human Resources Office. After completion, send this form to the Human Resources Director, Department of Human Resources, 44 Gough Street, San Francisco, CA 94103, for approval.

A "key employee" is a salaried, FLSA exempt, FMLA-eligible employee who is among the highest paid 10% of all City employees employed by the City within seventy-five (75) miles of the worksite* -- FLSA exempt and non-exempt. The determination of whether a salaried employee is among the highest paid 10% shall be made at the time the employee gives notice of the need for the leave.

In order to determine whether or not an employee is among the highest paid 10%, year-to-date earnings are divided by weeks worked by the employee (including weeks in which paid leave was taken). Earnings include wages, premium pay and incentive pay.

No more than 10% of the City's employees may be deemed "key employees."

When an employee has been designated as a "key employee" *at the time FMLA Leave is granted*, the City may deny job restoration if "such denial is necessary to prevent substantial and grievous economic injury to the operations of the employer."

In order for an employee to be designated a "Key employee," a check must be placed in all three (3) boxes on the reverse side of this form. If the "key employee" designation is approved by the Human Resources Director, the KEY EMPLOYEE DESIGNATION FORM MUST BE SENT TO THE EMPLOYEE IMMEDIATELY along with the Notification of Restricted Rights (FMLA 9).

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* In cases involving City employees located at Hetch Hetchy, the determination of whether an employee is a "key employee" must be based on a comparison of compensation at the Hetch Hetchy facilities.

CITY AND COUNTY OF SAN FRANCISCO

FMLA 9

NOTIFICATION OF RESTRICTED RIGHTS TO RETURN FROM FMLA[1] LEAVE FOR KEY EMPLOYEE

Employee name: ______________________________ Date: ______________

Address: ______________________________

____

Classification & Title: ______________________________

You have been designated by the Human Resources Director, Department of Human Resources, as a "key employee." Under the Family Medical Leave Act's regulations, as a "key employee," the City may deny restoration to your position after your FMLA Leave if it determines that it is necessary to prevent substantial and grievous injury to the City's operation.

THIS LETTER DOES NOT MEAN THAT YOU WILL NOT BE RESTORED TO YOUR POSITION FOLLOWING YOUR LEAVE. A RESTORATION DECISION HAS NOT YET BEEN MADE.

You will be notified as soon as possible if the City decides that it will deny you job restoration, and the reasons for this decision. *If your leave has commenced before this decision is made, you will be given a reasonable opportunity to return to work after receiving the notice.*

This Notification of Restricted Rights to Return from FMLA Leave is simply to inform you that you may not have automatic restoration rights to your position following your Leave.

If you have any questions, please contact your departmental Human Resource office or

______________________.

By: ______________________________ ______________________________

(signature) (date)

______________________________ ______________________________

(printed name) (telephone number)

Via: ____________ regular mail

____________ certified mail

____________ personal delivery

cc: Personnel File

---

[1] Refers to both Federal and State leaves under the Family Medical leave Act and the California Family Rights Act.

City and County of San Francisco

Request for Leave

(Do not use this form for requesting FMLA Leave.)

If you are requesting Leave under the **FAMILY AND MEDICAL LEAVE ACT**, obtain and complete FMLA 1A & 2.

☐ **NEW** ☐ **RENEWAL**

(Read reverse side for important information on leaves prior to completing form.)

SECTION I: Employee MUST Complete

Name ____________________ Social Security No. ____________

Address ____________________ City, State Zip Code ____________

Telephone No. ____________ Employment Status: **Permanent** ☐ **Probationary** ☐ **Temporary** ☐ **Provisional** ☐ **Exempt** ☐

Type of Leave Requested: *(Check one below)*

☐ **Sick leave with pay** ☐ **Sick leave without pay**

☐ Check if you will be receiving State Disability Insurance and wish to supplement with Sick Leave, Vacation or Compensatory Time credits
☐ Check if you will be receiving State Disability Insurance and DO NOT wish to supplement with sick leave, vacation or compensatory time credits

☐ **Military Leave** *(copy of orders attached)*
☐ **Educational Leave**
☐ **Family Care Leave** *(for permanent employees only)*
☐ **Personal Leave** *(See Reverse Side) (Specify)* ____________
☐ **To Accept Other City and County Employment**

Department: ____________ Class No. & Title ____________

☐ Other: *(Specify)* ____________

Date of Leave: From : ____________ Through : ____________

Signature ____________________ Date ____________

SECTION II - HEALTH CARE PROVIDER MUST COMPLETE

(For FMLA Leave, use Certification of Health Care Provider (FMLA2) form.)

I, the undersigned health care provider, do hereby certify that the above-named employee is completely incapacitated for the performance of essential functions for the time period indicated below. In signing this form, I understand and agree to answer in a timely fashion the employer's reasonable questions as to the basis of the statements made on this form. I understand that my cooperation is necessary to secure the employer's approval of sick leave.

Date of leave: From ____________ Through ____________ Inclusive

Health Care Provider: (Print Name) ____________________ License No. ____________

Address ____________ City ____________ State ______ Zip Code ______

Signature ____________________ Date ____________ Telephone ____________

RETURN TO PATIENT WHO IS RESPONSIBLE FOR FORWARDING TO THE EMPLOYER.

SECTION III - APPROVALS

PRINT NAME/TITLE	SIGNATURE	DATE	APPROVE	DISAPPROVE (ATTACH REASONS)
(Employee's Supervisor)				
(Personnel Officer/Designee)				
(Appointing Officer/Designee)				

DHR 7-20 (12/98)

READ REVERSE SIDE

Leaves of Absence - General Provisions

Leaves of absence are governed by the following general provisions: 1. Leave requests must be submitted to a department head or designee for approval; 2. A request for leave in excess of five (5) days must be approved in advance on the appropriate form by your supervisor, your department's Human Resources representative, and the Appointing Officer/Designee; 3. Employees who do not return to work when they are expected are absent without leave (AWOL) and may be subject to disciplinary action or automatic resignation; 4. Disapproval of certain types of Leave may be appealed either through the grievance procedure in your Collective Bargaining Agreement or the Civil Service Commission Rules. Consult with your Human Resource representative if you have a question or need more information.

Sick Leave. Sick leave requests for over 5 days must be certified by a licensed medical doctor, doctor of dental surgery, doctor of podiatric medicine, licensed clinical psychologist, Christian Scientist practitioner, licensed doctor of Chiropractic, or if this is a request under the FMLA, the health care providers that are identified in the FMLA.

Verification of sick leave for less than five (5) days may be required on an individual basis. It is your responsibility to notify your supervisor when you are unable to report for duty because of illness, and of the approximate date of your return to work. In cases of Sick Leave, the duration of leave requested by the employee in Section I of this form must be the same as the duration certified as necessary by the health care provider in Section II of this form.

SDI payments to an employee who has accumulated and is eligible to use sick leave with pay credits, vacation credits, or compensatory time off credits shall be supplemented with such credits so that the total of SDI and such credits, calculated in units of one hour provides up to, but does not exceed, the regular gross salary the employee would have received for the normal work schedule excluding overtime. An employee who wishes not to supplement must so indicate on the reverse side of this form within seven (7) calendar days following the first date of absence. Employees who are supplementing SDI earn sick leave with pay credits and vacation credits at the normal rate only for those hours of sick leave with pay credits used.

Except for Personal Leave and in those cases where the employee has obtained the prior approval of the appointing officer and the Human Resources Director, an employee may not **accept employment outside of the City and County service, other than military service, while on leave of absence.**

Family Care Leave. Unpaid Family Care Leave may be approved for up to one (1) year for permanent employees who have one (1) or more years of continuous service for the birth of the employee's child; the assumption of parenting or child rearing responsibilities; or the serious illness, health condition, mental or physical impairment of the employee's family member, domestic partner, child, parent or child for whom the employee has parenting responsibilities.

Military Leave. Military leave is governed by the provisions of applicable Federal and State laws, Charter provisions, and by the Civil Service Commission Commission Rules. Under certain conditions, an employee may be granted military leave. Certain employees on military leave may receive their regular compensation for a period not to exceed 30 days. A copy of official orders must be attached to the request for military leave.

Jury Duty Leave. Employees must notify their supervisor when a jury summons is received. Any employee who is called to jury duty for a Municipal, State or Federal Court during the employee's working hours is allowed their regular compensation less the amount of jury fees paid while serving as a juror. Employees called as a witness in a non-work related matter may be granted leave without pay, unless vacation leave or compensatory time is granted.

Educational Leave. Employees may be granted leave for the purpose of securing educational or vocational training in a field related to their current position. Educational leaves for permanent employees may be granted for up to one (1) year. Requests for longer leaves must be renewed yearly.

Religious Leave. Employees may be granted religious leave when personal religious beliefs require the abstention from work during certain periods of the work day or work week. Religious leave is without pay unless a request to utilize accumulated compensatory time off, vacation time, or floating holidays is approved.

Leave to Accept Other City and County Employment. Leave by an employee to accept temporary or exempt appointment in the City and County may be approved by a department head for the duration of such appointment.

Personal Leave. Unpaid personal leave may be approved for an employee. Personal leave may be approved for a period of up to twelve (12) months within any two (2) year period.

Family and Medical Leave (FMLA). You may be eligible under the FMLA to take unpaid leave for up to 12 work weeks for any of the following reasons:

- a serious health condition that makes you unable to perform the functions of your position;
- birth and care of your newborn child;
- placement of a child with you for adoption or foster care;
- care for your spouse/domestic partner, son, daughter, or parent with a serious health condition.

Serious Health Condition. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either: any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical-care facility and any inpatient care; or continuing treatment by a health care provider which includes any period of incapacity.

You must have worked a minimum of 1250 hours during the last 12 month period. You are required to use paid time whenever appropriate, subject to the approval of the appointing officer or designee.

Leave Extension: An employee who wishes to extend a leave of absence must submit a completed REQUEST FOR LEAVE to his/her immediate supervisor or department's Human Resources representative at least two weeks before the expiration date of the current leave. If the request is for sick leave, the health care provider must complete Section II of the request.

Leave Abridgment: An employee who wishes to abridge a leave must submit an amended REQUEST FOR LEAVE before returning to work, and, if the employee was on sick leave, the health care provider must certify that the employee is physically able to return to work.

12/98

City and County of San Francisco

Department of Human Resources

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

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MEMORANDUM
DHR No.40-98

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DATE: December 9, 1998

TO: Appointing Officers
Departmental Personnel Officers
Payroll & Personnel Clerks

FROM: Andrea R. Gourdine
Human Resources Director

SUBJECT: Pay Status on Date of Electric Power Outage in City

This memo is intended to provide direction for the compensation of city and county personnel during the electrical power outage on December 8, 1998.

Please direct your manager and supervisory personnel who are responsible for authorizing payroll time rosters to conform to the following applicable categories in determining the appropriate pay status for employees on this date:

Category 1: Employees will be paid for their regular work hours if they reported to work and remained at the work site for the entire shift, or reported to work and were instructed by management to leave the premises as a result of conditions created by the power outage.

Category 2: Employees who reported to work, but left for personal reasons before the end of their scheduled workday will be paid only for those hours actually worked. Other hours may be charged to appropriate paid leave accounts subject to management approval.

Category 3: Employees who did not report to work are ineligible for workday pay. They may use appropriate paid time off leave hours subject to management approval.

If you need further assistance please call the Employee Relations Division, Compensation Program Manager, Janet Bosnich-Seijas at 557-4920.

44 Gough Street • San Francisco, CA 94103-1233

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